

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 9th JANUARY 2025 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. If Members agree the reason for the absence, the apologies may be approved thereby resetting the 6 month clock for attendance.

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. Solar Panels at Holbrook Tythe Barn

Following discussion at the meeting held 5th September 2024 (Min. FC/64/24 refers), the application for funding of £5,000 towards this project through the HDC Climate Change Fund has been successful.

Members therefore need to make a final decision as to whether to proceed with the project, and if so, agree the preferred contractor. Copies of the quotes received from the 2 contractors that were able to quote for the project, will be **circulated by email** but in summary are as follows :-

	No Batteries	Batteries
Company A	£13,347 inc VAT	£20,025 inc VAT
Company B	£11,365 inc VAT	£19,030 inc VAT

Both companies have carried out site visits.

When deciding whether to proceed, Members are asked to be mindful of the timing of the project. As has been noted at the meetings of the Finance and Administration Committee, for the 2024/25 tax year, primarily due to refurbishment works at North Heath Hall, the Council will exceed the De Minimus limit of £7,500 and will therefore be required to repay to HMRC all VAT that has been refunded during the year under the S126 VAT rules. If wishing to proceed, Members will need to consider agreeing to expenditure from General

Reserves to fund the project to enable completion before 31st March 2025 as if the project is completed after this date, it is likely that the De Minimus limit would be breached once again in 2025/26.

Regardless of the timing of the project, if Members wish to proceed, prior to determining the budget and precept calculations for 2025/26, the projected General Reserves as at 31.03.25 would need to be reduced by the cost amount (inc VAT) and the corresponding amount removed from the Earmarking for 2025/26 to ensure that the final recommended Precept and Band D per household charges remain.

Decision : Final consideration and agreement regarding the installation of Solar Panel at Holbrook Tythe Barn, noting the outcome of the HDC Climate Change Fund Grant application and determining any funding from the 2025/26 budget

6. Forecast for Year Ending 31st March 2025, Budget and Precept requirement for Year Ending 31st March 2026

Restrictions on voting under Section 106 of the Local Government Finance Act 1992
Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of next year's Council Tax (though they may remain in the meeting and may speak).

Members are asked to receive the following recommendations from the Finance and Administration Committee held 12th December 2024 (Min. FA/47/24 refers) - the supporting papers for which are attached as **Appendix 1** :-

- i. Recommended Forecast for year ending 31st March 2025
- ii. Recommended Budget for year ending 31st March 2026
- iii. Recommended Precept requirement of £401,537 for the year ending 31st March 2026 equivalent to a Band D property charge of £44.73 per annum - an increase of £1.88 per annum or 4.4 % on the 2024/25 per house charge.

7. Decisions made by delegated power since 5th September 2024 for ratification.

- 7.1 DC/24/1214 - The PET Committee previously objected to this application due to concerns raised about the noise levels. Amended plans were submitted 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 maintain the previous objection.
- 7.2 Members will recall that at the meeting held 7th November 2024, the recommendation from the CIL Working Party for expenditure of £195.11 plus VAT for the purchase of a new bin was ratified (FC/84/24 refers). When processing it was realised that the cost of the weighted base and delivery had not been included and the additional cost was £29.36 plus VAT. The CIL Working Party Members were canvassed for their approval and after liaising with the Chairman and Vice-Chairman of the Council together with the Chairmen of the F&A Committees, there was no opposition to the approval of the additional expenditure.

Decision: To ratify the decision made under Delegated Authority

9. Reports from Representatives on Outside Bodies

The following report has been provided by Cllr. Searle :

Incinerator CLG Meeting 18th December 2024

Cher advised that their negotiations with the replacement contractor were progressing well. It is anticipated that the main works will start in 2Q 2025 although some preparatory works will be carried out prior to the main contractor starting.

Andrew Baldwin announced he will not be standing in the May 2025 WSCC elections and will stand down as Chairman of the Incinerator CLG. Whoever wins the seat will hopefully take over as Chairman. If Unity of Sussex clashes with the elections, they may be delayed by a year. In this scenario Andrew will stay on as Chairman for another year.

Decision: To note information from representatives on outside bodies

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

Decision: To receive and note the update

12. Chairman's Announcements.

12.1 Members will recall that at the last meeting the most recent S106 Report was received and it was noted that queries had been raised (Min. FC/86/24 refers). Members are advised that a response from HDC to these queries is still awaited.

12.2 A meeting of the VE Day 80 Working Group was held on 4th December and the members will be meeting again on 5th February 2025 once enquiries for costs have been completed, prior to recommendation to the March Council meeting.

12.3 Members will recall that at the Council Meeting held 7th November 2024 it was agreed to submit a S106 application for the purchase of smart TV screens for RMH, to replace the old projectors that are available for hirers (Min. FC/77.3/24 refers). HDC notified on 18th December that the application had been successful and the purchase and installation will now proceed.

Decision: To note any Chairman's announcements

13. Financial Matters

13.1 Finance Report to show income, expenditure and reserves to 30th November 2024

Funding at 30th November 2024

Precept (full year)	380,247
Environmental Grant	12,274
Total	392,521

Income to 30th November 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th Nov 2024*
Admin	19,725	20,000	13,333
Allotments**	1,108	982	982
North Heath Hall	49,422	66,000	44,000
Holbrook Tythe Barn	28,357	44,000	29,333
Multi Court Lettings	16,936	26,000	17,333
Roffey Millennium Hall	50,829	73,000	48,667
Total	166,377	229,982	153,649

Expenditure to 30th November 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th Nov 2024*
Admin***	46,429	64,820	47,713
Grants	4,891	10,000	6,667
Burial ****	5,596	7,850	5,233
Personnel	226,305	362,150	241,433
Allotments	822	1,695	1,130
Amenity Rec & Open Spaces	34,367	62,350	41,567
North Heath Hall	19,393	35,185	23,457
Holbrook Tythe Barn	11,903	24,845	16,563
Roffey Millennium Hall	30,004	44,166	29,444
Total	379,710	613,061	413,207

* Total cost centre budget for 2024/25 divided by 8/12th.

** 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 30th November 2024 together with Payment and Transfer Lists for October (£255,430.28), and November (£63,696.58) - also published on the Parish Council website - are attached as **Appendix 2, 2a & 2b**.

Income

Overall, income continues to be overbudget by approx. 8% - a widening of the gap from the 5% at the end of September. With regard to the halls, both North Heath Hall and Roffey Millennium Hall are over budget for income and whilst the other two buildings and multicourts continue to be underbudget, the situation has once again improved slightly over the last month.

Expenditure

Expenditure continues to be lower than expected at 8.1% - a very minor narrowing from the gap of 8.9% at the end of October.

Reserves

As at 30th November 2024 remaining funds, including the precept payment received together with General Reserves, stood at £392,829.

In addition, there are Earmarked Reserves of £250,679, a reduction from the balance of £255,342 at the end of Month 8 due to expenditure from the NHH Heating EMR of £3,768 for a new boiler together with expenditure from the R&R EMR of £895 repairs to the partition wall at RMH.

Summary

As mentioned above, there is £12,728 more income than budgeted for at the end of month 8 together with £33,497 less expenditure than anticipated.

Decisions:

13.1 To note the Financial Report to 30th November 2024

13.2 To note the Payment and Transfer Lists for October and November 2024

14. Annual Parish Meeting

Members will recall that at the Council Meeting held 11th January 2024, it was agreed that the 2025 Annual Parish Meeting would be held at North Heath Hall and should incorporate a community group fayre.

Contact is therefore being made with a range of community groups - those that use the Parish Council halls and those that do not - to understand who would be willing to attend. It is suggested that the formal part of the meeting i.e. the accepting of the minutes presentation of Annual Report etc be undertaken in Room 4 area, with the Fayre itself focussed in Room 1.

Decision: To note the previously agreed format, location and any invited speakers for the Annual Parish Meeting on Monday 28th April 2025

15. Calendar of Meetings 2025 to 2026

Members are asked to note the draft Calendar of Meetings, attached as **Appendix 3** and if acceptable, resolve to approve.

Decision: To resolve to approve the calendar of meetings for the year May 2025 to May 2026

16. Review of Festive Lighting

The installation of 20 trees and string lighting on RMH and surrounding business premises, was carried out in late October/early November with the lights all switched on Friday 29th November.

The reception to the installation has been very positive. A budget of £4,500 has been included in calculations for the 2025/26 Budget.

Decision: To agree any changes to the Festive Lighting in 2025

17. Motion from Cllr. J. Davidson - That Council reconsiders the decision taken at the meeting held on 6th July 2023 (Min. FC/41/23 refers) to not use the Parish Council's buildings for Warm Banks

Members will recall that this issue was discussed back in 2023, and as at that time, Members are asked to give consideration to the daily management of any drop in area including issues such as staffing, refreshments, activities etc and any required budget.

Decision : To agree any action

18. Mowbray Community Building

At the most recent meeting of the North of Horsham Parish Liaison Group (the notes of which were received at the PET Committee Meeting on 19th December 2024), the Community Building was discussed. As Members should recall, at the Council Meeting held 3rd November 2022, it was determined that the Parish Council would agree in principle to being appointed as HDC's Nominee for the management of the Community Centre at Mowbray (Min. FC/69/22 refers).

At the recent liaison meeting, it was suggested that the Parish Council meet with HDC and L&G to discuss the progression of the project and a small Working Group (3/4 members) be formed to report back to Council. Cllr. R. Turner will take one of the places on the Working Group, as the Chairman of the North of Horsham Parish Liaison Group, and the Council is therefore asked to agree the remaining membership (2/3 Members).

The date of the first meeting has been set as Wednesday 29th January 2025 at 10.30am, and this will be held at Roffey Millennium Hall.

Decision : To agree the membership of a Working Group to report back to the Council on this issue

19. Use of Toilets in Parish Council Buildings

As Members may have seen on social media back in December, individuals posted comments complaining that the toilets at RMH were not accessible to members of the public not hiring the halls. There were also suggestions that members of staff were rude. I can assure Members that all staff are courteous and polite and in fact on occasion when staff have challenged people who are in the building without a legitimate purpose, aggression has been shown to members of staff.

The Parish Council has a duty to the people paying to hire our buildings, and to members of staff, to ensure as far as reasonably practicable a safe environment. Historically, there have been issues with people causing trouble, taking drugs, hiding drugs and causing vandalism and as a result, the decision was taken some years ago to control the access to the building.

Combined with this, more recently, there have been horrendous cases of violence and especially with the anticipated Martyn's Law, the Parish Council is going to be required to demonstrate the measures it takes to keep people safe. We operate numerous groups with young people involved and following the attack in Stockport last year at a dance event, we were approached by some groups who asked us if we could lock the doors when their attendees have arrived, to prevent someone just wandering in.

The Parish Council works in the same way as many community buildings including HDC offices, libraries and Parish Council offices without community halls.

It should also be noted that whilst this is a community building, as the budget demonstrates, the running of the building is completely met by the fees the hirers pay and not by the council tax charged.

Decision : To note the reasons for restricting use of the toilets to hall users and agree any action

20. Correspondence

See **Appendix 4**, with the second list circulated separately at the meeting.

Decision: To receive correspondence lists from 7th November 2024 to 8th January 2025

**BUDGET 2025/26
PROPERTY COMMITTEE**

		BUDGET 2024/25	ESTIMATED TO 31.03.2025	BUDGET 2025/26
EXPENDITURE - REVENUE				
	HALLS SUMMARY			
4011	NNDR (Business Rates)	20,215	20,215	21,400
4012	Water Rates	4,155	4,155	4,500
4014	Electricity	12,801	13,747	14,600
4015	Gas	13,960	15,312	16,200
4016	Cleaning Materials	4,610	4,610	7,300
4017	Refuse Clearance (HDC)	3,900	3,900	4,180
4018	Sanitary Disposals	960	960	950
4019	Window Cleaning	2,370	2,370	2,550
4020	Refreshment Sale Costs	485	485	510
4034	Maintenance - electrical	5,430	5,430	5,800
4035	Maintenance - electrical insp.	3,285	3,285	2,430
4036	Maintenance - general	8,210	8,210	8,800
4037	Maintenance - fire alarm	1,925	1,925	2,040
4039	Maintenance - intruder alarm	3,150	3,150	3,500
4040	Maintenance - lift	830	830	880
4041	Maintenance - fire extinguishers	615	615	650
4042	Maintenance - gas boiler	2,600	2,600	2,780
4044	Maintenance - partition wall	1,620	1,620	1,800
4061	Legionella Testing	960	960	1,480
4062	Maintenance - air conditioning	335	335	360
4063	Maintenance - plumbing	2,965	2,965	3,210
4064	Maintenance - lightning conductor	335	335	360
4065	Fire Prevention Sundries	2,350	2,350	360
4066	Keyholder Services	630	630	990
4500	Re-decoration	5,500	5,500	5,500
		104,196	106,494	113,130

BUDGET 2025/26 PROPERTY COMMITTEE			BUDGET 2024/25	ESTIMATED TO 31.03.2025	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26 * increase to previous year's budget unless stated otherwise
EXPENDITURE - REVENUE							
403		ROFFEY MILLENNIUM HALL					
	4011	NNDR (Business Rates)	8,085	8,085	5% increase + rounding	8,500	5% increase + rounding
	4012	Water Rates	1,660	1,660	5% increase on estimated to fig + rounding	1,800	5% increase + rounding
	4014	Electricity	5,916	6,862	Est to fig is based on overspend last year (£1003) & usage so far in 23/24. Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.	7,300	Est to fig is based on actual spend last year + 5%. Usage so far in 24/25 on target, but bear in mind, winter costs still to come. 5% increase on estimated to fig + rounding
	4015	Gas	6,300	7,652	Contract fixed to Aug 25, so no inflation increase required.	8,100	Est to fig is based on actual spend last year + 5%. Usage so far in 24/25 on target, but bear in mind, winter costs still to come. 5% increase on estimated to fig + rounding
	4016	Caretaking Materials	1,520	1,520	5% increase + rounding	3,900	New floor machine required (£2300.00) +5% increase + rounding
	4017	Refuse Clearance (HDC)	2,040	2,040	Now includes recycling collection (estimated £200) + 5% increase + rounding	2,200	5% increase + rounding
	4018	Sanitary Disposals	260	260	5% increase + rounding	290	Used advised increase costs
	4019	Window Cleaning	1,095	1,095	5% increase + rounding	1,200	5% increase + rounding
	4020	Refreshment Sale Costs	485	485	5% increase on estimated to fig + rounding	510	5% increase + rounding
	4034	Maintenance - electrical	2,555	2,555	Now includes automatic door servicing (estimated £350) + 5% increase + rounding	2,700	5% increase + rounding
	4035	Maintenance - electrical insp.	610	610	Next PET due Mar 27, so minus PET costs + 5% increase	640	5% increase + rounding (Note: next PET due Mar 27)
	4036	Maintenance - general	3,635	3,635	5% increase + rounding	3,900	5% increase + rounding
	4037	Maintenance - fire alarm	610	610	5% increase + rounding	650	5% increase + rounding
	4039	Maintenance - intruder alarm	1,050	1,050	5% increase + rounding	1,200	5% increase + rounding
	4040	Maintenance - lift	830	830	Unexpected repairs in estimated to fig. 5% increase on budget amount + rounding	880	5% increase + rounding
	4041	Maintenance - fire extinguishers	255	255	5% increase on estimated to fig + rounding	270	5% increase + rounding
	4042	Maintenance - gas boiler	1,120	1,120	5% increase on estimated to fig + rounding. Proposed 5k to EMR.	1,200	5% increase + rounding
	4044	Maintenance - partition wall	665	665	5% increase + rounding	700	5% increase + rounding
	4061	Legionella Testing	370	370	Next RA due Apr 25	550	RA due Apr 25 (£138.00) + advised 10% increase + rounding
	4062	Maintenance - air conditioning	335	335	5% increase + rounding	360	5% increase + rounding
	4063	Maintenance - plumbing	1,435	1,435	5% increase + rounding	1,600	5% increase + rounding
	4064	Maintenance - lightning conductor	335	335	5% increase + rounding	360	5% increase + rounding
	4065	Fire Prevention Sundries	790	790	Independent Fire Risk Assesment due April 24 (est £675) + 5% increase + rounding	130	Minus FRA costs (£675) + 5% increase + rounding
	4066	Keyholder Services	210	210	5% increase + rounding	330	5% increase + rounding + allow for one possible call out
	4500	Internal decorations	2,000	2,000	For rolling decorating schedule	2,000	For rolling decorating schedule
			44,166	46,464		51,270	

BUDGET 2025/26
PROPERTY COMMITTEE

		BUDGET 2024/25	ESTIMATED TO*	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26
			31.03.2025			* increase to previous year's budget unless stated otherwise
EXPENDITURE - REVENUE						
401	NORTH HEATH HALL					
	4011 NNDR (Business Rates)	7,720	7,720	5% increase + rounding	8,200	5% increase + rounding
	4012 Water Rates	1,025	1,025	5% increase + rounding	1,100	5% increase + rounding
	4014 Electricity	2,900	2,900	Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.	3,100	5% increase + rounding
	4015 Gas	5,980	5,980	Est to fig is based on overspend last year £2512 & usage so far in 23/24. Contract fixed to Aug 25, so no inflation increase required.	6,300	5% increase + rounding
	4016 Cleaning Materials	1,545	1,545	5% increase + rounding	1,700	5% increase + rounding
	4017 Refuse Clearance (HDC)	930	930	5% increase + rounding	1,000	5% increase + rounding
	4018 Sanitary Disposals	355	355	5% increase + rounding	290	Reduction - to bring into line with advised costs
	4019 Window Cleaning	775	775	5% increase + rounding	820	5% increase + rounding
	4034 Maintenance - electrical	1,660	1,660	5% increase + rounding	1,800	5% increase + rounding
	4035 Maintenance - electrical insp.	2,025	2,025	Stage lights PAT test not budgeted previously, so this budget will be overspent at the end of 23/24. To be included in 24/25 budget+ 5% increase +rounding. Also PET (est £1045) due on all lights Feb 25	1,100	Minus PET costs (£1045) + 5% increase + rounding
	4036 Maintenance - general	2,480	2,480	5% increase on estimated to fig + rounding. Est to fig is based on overspend last year £245 & costs so far in 23/24	2,700	5% increase + rounding
	4037 Maintenance - fire alarm	650	650	5% increase + rounding	690	5% increase + rounding
	4039 Maintenance - intruder alarm	1,050	1,050	5% increase + rounding	1,200	5% increase + rounding
	4041 Maintenance - fire extinguishers	180	180	5% increase + rounding	190	5% increase + rounding
	4042 Maintenance - gas boiler	930	930	5% increase on estimated to fig + rounding. Consider earmarking for new heating given age of current system.	1,000	5% increase + rounding
	4044 Maintenance - partition wall	955	955	5% increase on estimated to fig + rounding	1,100	5% increase + rounding
	4061 Legionella Testing	310	310	Next RA due Apr 25	480	RA due Apr 25 (£138.00) + advised 10% increase + rounding
	4063 Maintenance - plumbing	720	720	5% increase + rounding	760	5% increase + rounding
	4065 Fire Prevention Sundries	785	785	Independent Fire Risk Assessment due April 24 (est £675) + 5% increase + rounding	120	Minus FRA costs (£675) + 5% increase + rounding
	4066 Keyholder Services	210	210	5% increase + rounding	330	5% increase + rounding + allow for one possible call out
	4500 Internal decoration	2,000	2,000	For rolling decorating schedule	2,000	For rolling decorating schedule
		35,185	35,185		35,980	

BUDGET 2025/26
PROPERTY COMMITTEE

			BUDGET 2024/25	ESTIMATED TO* 31.03.2025	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26 * increase to previous year's budget unless stated otherwise
EXPENDITURE - REVENUE							
402		HOLBROOK TYTHE BARN					
	4011	NNDR (Business Rates)	4,410	4,410	5% increase + rounding	4,700	5% increase + rounding
	4012	Water Rates	1,470	1,470	5% increase on estimated to fig + rounding	1,600	5% increase + rounding
	4014	Electricity	3,985	3,985	Est to fig is based on overspend last year £542 & usage so far in 23/24. Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.	4,200	5% increase + rounding
	4015	Gas	1,680	1,680	Contract fixed to Aug 25, so no inflation increase required on estimated to figure.	1,800	5% increase + rounding
	4016	Cleaning Materials	1,545	1,545	5% increase + rounding	1,700	5% increase + rounding
	4017	Refuse Clearance (HDC)	930	930	5% increase + rounding	980	5% increase + rounding
	4018	Sanitary Disposals	345	345	Additional nappy bin required as hirers using general waste bin (Estimated cost £75 per annum for supply & disposal) + 5% increase + rounding	370	Used advised increase costs
	4019	Window Cleaning	500	500	5% increase + rounding	530	5% increase + rounding
	4034	Maintenance - electrical	1,215	1,215	Minus LED upgrade + 5% increase + rounding	1,300	5% increase + rounding
	4035	Maintenance - electrical insp.	650	650	PET costs + 5% increase + rounding	690	5% increase + rounding (Note: next PET due May 26)
	4036	Maintenance - general	2,095	2,095	5% increase + rounding	2,200	5% increase + rounding
	4037	Maintenance - fire alarm	665	665	5% increase + rounding	700	5% increase + rounding
	4039	Maintenance - intruder alarm	1,050	1,050	5% increase + rounding	1,100	5% increase + rounding
	4041	Maintenance - fire extinguishers	180	180	5% increase + rounding	190	5% increase + rounding
	4042	Maintenance - gas boiler	550	550	5% increase + rounding	580	5% increase + rounding
	4061	Legionella Testing	280	280	Next RA due Apr 25	450	RA due Apr 25 (£138.00) + advised 10% increase + rounding
	4063	Maintenance - plumbing	810	810	5% increase + rounding	850	5% increase + rounding
	4065	Fire Prevention Sundries	775	775	Independent Fire Risk Assessment due April 24 (est £675) + £100 as last year budget not needed as no RA	110	Minus FRA costs (£675) + 5% increase + rounding
	4066	Keyholder Services	210	210	5% increase + rounding	330	5% increase + rounding + allow for one possible call out
	4500	Internal decoration	1,500	1,500	For rolling decorating schedule	1,500	For rolling decorating schedule
			24,845	24,845		25,880	

BUDGET 2025/26 PROPERTY COMMITTEE			BUDGET 2024/25	ESTIMATED TO 31.03.2025	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26 * increase to previous year's budget unless stated otherwise
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	210	385	5% increase on estimated to fig + rounding	410	Est to fig is based on actual spend last year + 5% (need to consider additional water was used to water the new turf at Amberley play area) . 5% increase on estimated to fig + rounding
	4102	Rent to WSCC - Harwood Rd	300	300	Agreement expires Feb 24	300	New agreement in place
	4200	Grounds Maintenance (grass)	765	765	As per fixed contract expiring 2025	810	Contract expires March 2025, so added 5% increase as per guidance by current contractor
	4259	Allotment Maintenance	420	420	No increase required	420	No increase required
			1,695	1,870		1,940	
OTHER AMENITIES							
302	4019	Bus shelter cleaning	1,050	1,050	5% increase + rounding	1,200	5% increase + rounding
	4200	Grounds Maintenance	21,250	21,250	Fixed Term 3 year contract expiring 2025	22,400	Contract expires March 2025, so added 5% increase as per guidance by current contractor
	4250	Bus Shelter Maintenance	1,945	1,945	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)	2,100	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)
	4251	Play Area & M Crts Maintenance	8,645	8,645	Now includes annual jet washing of all play equipment & surfaces (mold) (estimated £375)+ 5% increase + rounding. Proposed £25k earmarked for playground upgrade required	9,100	5% increase + rounding. Proposed £5k earmarked for playground upgrade at Holbrook Tythe Barn
	4252	Open Space Maintenance	11,005	11,005	5% increase + rounding. Proposed £4k earmarked for future tree inspection 2025	11,600	5% increase + rounding. Proposed £4k earmarked for tree inspection & any works May 2025
	4253	Litter Warden Equipment	995	995	5% increase + rounding	1,100	5% increase + rounding
	4254	Dog Bin Emptying - HDC	2,535	2,535	5% increase + rounding	2,700	5% increase + rounding
	4255	Street Lighting Maint/Supply	5,775	5,775	5% increase + rounding	6,900	5% increase + rounding. Structural test due on 2 x lights in August 2025 - quoted £750.00 + vat)
	4258	Multi Courts Maintenance	3,750	3,750	As per fixed contract	5,100	Contract due to expire Nov 2024, so 5% increase + rounding. PET & servicing of multicourts lights due Apr 2025 (est £1135.00)
	4260	Workshop	500	500	No increase required	500	No increase required
	4302	Notice Board Maintenance	900	900	No increase required	900	No increase required
	4303	Festive Ligthing	4,000	4,200		4,500	5% increase + rounding
			62,350	62,550		68,100	

**BUDGET 2025/26
F & A COMMITTEE**

			BUDGET 2024/25	ESTIMATED TO 31.03.25	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26
EXPENDITURE - REVENUE							
101							
	4007	Councillors' Training	1,000	500		1,000	
	4008	Councillors' Expenses	7,000	6,510	would allow for a 5% increase	7,000	
	4021	Telephone	3,200	3,200	would allow for a 5% increase	3,400	would allow for a 5% increase
	4022	Postage	800	800	would allow for a 5% increase	840	
	4023	Stationery and Printing	1,600	1,000		1,600	
	4024	Subscriptions	3,400	3,200	would allow for a 5% increase	3,400	would allow for a 5% increase
	4025	Insurance	14,000	14,736	3 year agreement	15,500	would allow for a 5% increase
	4028	IT Costs (Software)	3,200	3,500	would allow for a 5% increase	3,600	would allow for a 5% increase
	4029	Website Maintenance (hosting)	170	180	would allow for a 5% increase	200	would allow for a 5% increase
	4032	Publicity/Marketing	500	0	Not usually used	500	Need to retain a budget
	4033	Newsletter	850	880	would allow for a 5% increase	920	would allow for a 5% increase
	4038	Office Equipment Maintenance	950	800	new 3 year contract	950	
	4051	Bank Charges	100	75	Bank Charges to start 14.01.25	350	Bank Charges to start 14.01.25
	4053	PWLB Loan Charges	11,000	10,354	24/25 is final year	5,000	final payment September 25
	4057	External Audit Fees	1,400	1,400		1,500	would allow for a 5% increase
	4058	Professional Services	3,100	2,000	can reduce due to change in y/e closedown	2,500	would allow for a 5% increase & contingency
	4059	Internal Audit Fees	450	300	Allows for any additional advice	450	Allows for any additional advice
	4100	Chairman's Allowance	400	0		400	
	4120	RMH Equipment	700	700		700	
	4122	Office Equipment	6,000	4,500	Allows for new IT equipment	2,000	No New IT Purchases in 2025/26
		VE Day 80	0	0		2,000	Agreed at Council 05.09.24
	4247	Youth Work	5,000	5,000		6,000	Increase in Budget
103	4155	Grants	10,000	10,000		10,000	
104	4101	Burial Charges	7,850	7,460	would allow for a 5% increase	7,900	would allow for a 5% increase
			82,670	77,095		77,710	

BUDGET 2025/26 PERSONNEL COMMITTEE			BUDGET 2024/25	ESTIMATED TO 31.03.2025	NOTES 2024/25	BUDGET 2025/26	NOTES 2025/26
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	355,000	353,000	Assumes increase effective 1.4.24 is E'er offer	382,000	Assumes further increase of 5% in 25/26 and accounts for increase to E'er NI contributions
	4003	Payroll Administration Charge	1,400	1,300	Assumes 5% increase to actual in 2023/24	1,400	Assumes further increase of 5% in 25/26
	4009	Staff Expenses	3,500	4,200		4,500	
	4010	Staff Training	1,600	600	IICA for KT in 2024/25	1,600	2 x Emergency First Aid at Work - due Jan 2026, Debbie due April 2025 (£200 each) + PASMA training (£500) for TC, NS & 1 x Caretaker due Feb 2026
	4030	Recruitment Advertising	250	250		250	
	4031	Staff Personal Protective Clothing	400	400		400	
			362,150	359,750		390,150	

BUDGET 2025/26
INCOME

			BUDGET 2024/25	ESTIMATED TO 31.3.2025	NOTES 2024/25	BUDGET 2025/26 <small>(rounded nearest £1k)</small>	NOTES 2025/26
INCOME							
401	1000	Hall Lettings - NHH	66,000	70,000	5% inc on 23/24 estimate	73,000	5% inc on 24/25 estimate
402	1000	Hall Lettings - HTB	44,000	44,000	5% inc on 23/24 estimate	46,000	5% inc on 24/25 estimate
	1010	Multi Court Income	26,000	26,500	5% inc on 23/24 estimate	28,000	5% inc on 24/25 estimate
403	1000	Hall Lettings RMH	73,000	75,000	5% inc on 23/24 estimate	78,000	5% inc on 24/25 estimate
	1004	Miscellaneous Income	0	1,500		0	
	1006	Sale of Beverages	0	2,800		0	
101	1196	Interest Received	20,000	26,000		20,000	
301	1050	Allotment Rents	982	1,055		1,000	5% inc on 24/25 estimate
			229,982	246,855		246,000	

2024/25 and 2025/26 Budget Summary

SUMMARY

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NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2025/26

Forecast for 2024/25		
Revenue expenditure	£	607,759.00
Income		
Precept	£	380,247.00
Environmental Grant	£	12,274.00
Income inc hall hires, interest	£	246,855.00
	£	639,376.00
Predicted Surplus at 31.3.25	£	31,617.00

*

General Reserve Considerations for 2024/25		
General Reserve at 31.3.24	£	300,602.00
Transfer to EMR for Trees	£	4,000.00
Transfer to NHH Refurbishment EMR	£	8,000.00
Transfer to EMR for Boiler	£	5,000.00
Transfer to EMR for Playground	£	25,000.00
Transfer to EMR for NHH Heating	£	5,000.00
Transfer to EMR for RMH Lift	£	5,000.00
Transfer to EMR for R&R	£	35,000.00
Actual General Reserve at 01.04.24	£	213,602.00

**

Final funding for 2024/25		
General Reserve at 01.04.24	£	213,602.00
	£	-
plus Predicted surplus for 2024/25	£	31,617.00
Predicted carried Over General Reserve as at 31.3.25	£	245,219.00

Budget for 2025/26		
Revenue expenditure	£	651,030.00
Income		
Environmental Grant	£	12,274.00
Income from hall hires, allotments, other	£	246,000.00
	£	258,274.00
Deficit	£	392,756.00

Precept calculation for 2025/26		
Proposed expenditure less expected income	£	392,756.00
Solar Panels EMR	£	15,000.00 (+)
Contribution to Trees EMR	£	4,000.00 (+)
Contribution to Playground Refurb EMR	£	5,000.00 (+)
NHH Heating EMR	£	5,000.00 (+)
RMH Lift EMR	£	5,000.00 (+)
Mowbray Community Facility	£	5,000.00 (+)
Contribution to replenish R&R EMR	£	5,000.00 (+)
Contribution to replenish VAT EMR	£	10,000.00 (+)
Funds left at 31.3.25	£	245,219.00 (-)
Proposed General Reserve at 31.3.2026	£	200,000.00 (+)
Final precept requirement for 2025/26	£	401,537.00

* Comment : Amount of overspend based on predicted expenditure to year end.

** Comment: In excess of the previously agreed £150k

*** Comment: Amount available to cover General Reserves at year end, to Earmark for planned activities or to offset against 2025/26 expenditure

In summary

Tax Base 2025/26		8977.7	2024/25	Figure Est. by HDC
Potential Precept	£	401,537.00		
Per Band D Charge	£	44.73		
Band D Charge 2024/25	£	42.85		
Increase in Band D Charge		4.4%		
Precept 2024/25	£	380,247.00		
Increase in Precept		5.6%		

09/12/2024

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	380,247	380,247	0			100.0%	
1196	Interest Received	27,590	19,700	20,000	300			98.5%	
	Administration :- Income	412,921	399,972	400,247	275			99.9%	0
4007	Councillors Training	78	45	1,000	955		955	4.5%	
4008	Councillors Expenses	6,468	4,797	7,000	2,203		2,203	68.5%	
4021	Telephone/Fax/Internet	2,811	1,884	3,200	1,316		1,316	58.9%	
4022	Postage	606	416	800	384		384	52.0%	
4023	Stationery and Printing	930	438	1,600	1,162		1,162	27.4%	
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	2,802	3,200	398		398	87.6%	
4029	Website Maintenance	84	264	170	(94)		(94)	155.3%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	817	598	850	252		252	70.3%	
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	1,978	3,100	1,122		1,122	63.8%	
4059	Internal Audit Fees	354	99	450	351		351	22.0%	
4100	Chairman's Allowance	125	0	400	400		400	0.0%	
4120	Roffey Hall Equipment	711	337	700	363		363	48.1%	
4122	Office Equipment	845	4,323	6,000	1,677		1,677	72.1%	
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	46,429	64,820	18,391	0	18,391	71.6%	0
	Net Income over Expenditure	345,611	353,543	335,427	(18,116)				
103	Grants								
4155	Other Grants and Donations	6,531	4,891	10,000	5,109		5,109	48.9%	
	Grants :- Indirect Expenditure	6,531	4,891	10,000	5,109	0	5,109	48.9%	0
	Net Expenditure	(6,531)	(4,891)	(10,000)	(5,109)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	5,596	7,850	2,254		2,254	71.3%	
Burial :- Indirect Expenditure	7,461	5,596	7,850	2,254	0	2,254	71.3%	0
Net Expenditure	(7,461)	(5,596)	(7,850)	(2,254)				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	328,912	222,096	355,000	132,904		132,904	62.6%	
4003 Payroll Admin Charge	1,254	741	1,400	659		659	52.9%	
4009 Staff Expenses/Mileage	3,240	2,694	3,500	806		806	77.0%	
4010 Staff Training	205	650	1,600	950		950	40.6%	
4030 Recruitment Advertising	181	88	250	162		162	35.2%	
4067 Protective Clothing	261	36	400	364		364	9.1%	
Personnel :- Indirect Expenditure	334,053	226,305	362,150	135,845	0	135,845	62.5%	0
Net Expenditure	(334,053)	(226,305)	(362,150)	(135,845)				
<u>301 Allotments</u>								
1050 Allotment Rents	982	1,108	982	(126)			112.8%	
Allotments :- Income	982	1,108	982	(126)			112.8%	0
4012 Water Rates	367	147	210	63		63	70.1%	
4102 Allotment Rent	25	275	300	25		25	91.7%	
4200 Grass cutting	323	383	765	382		382	50.1%	
4259 Allotment Maintenance	17	17	420	403		403	4.0%	
Allotments :- Indirect Expenditure	731	822	1,695	873	0	873	48.5%	0
Net Income over Expenditure	251	286	(713)	(999)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	11,745	12,274	11,746	(528)			104.5%	
Amenity, Recs & Open Sp :- Income	11,745	12,274	11,746	(528)			104.5%	0
4019 Window Cleaning	794	491	1,050	559		559	46.8%	
4200 Grass cutting	14,567	13,619	21,250	7,631		7,631	64.1%	
4250 Bus Shelter Repairs	965	1,878	1,945	67		67	96.6%	
4251 Play Area & M Crts Maint	6,972	2,673	8,645	5,972		5,972	30.9%	
4252 Open Spaces	4,365	5,342	11,005	5,663	2,546	3,117	71.7%	
4253 Litter Warden/Clearance	728	353	995	642		642	35.5%	
4254 Community Services - Dog Bins	2,139	1,529	2,535	1,006		1,006	60.3%	
4255 Street Lighting - Maint/Supply	3,479	2,252	5,775	3,523		3,523	39.0%	
4258 Multicourts Maintenance	3,720	1,870	3,750	1,880		1,880	49.9%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	12	500	488		488	2.5%	
4302 Notice Board Maintenance	398	147	900	753		753	16.4%	
4303 Festive Lighting	0	4,200	4,000	(200)		(200)	105.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure	38,127	34,367	62,350	27,983	2,546	25,437	59.2%	0
Net Income over Expenditure	(26,382)	(22,094)	(50,604)	(28,510)				
6001 less Transfer to EMR	3,540	0						
Movement to/(from) Gen Reserve	(29,922)	(22,094)						
401 North Heath Hall								
1000 Hall Lettings	67,539	49,422	66,000	16,578			74.9%	
North Heath Hall :- Income	67,539	49,422	66,000	16,578			74.9%	0
4011 NNDR	5,863	3,907	7,720	3,813		3,813	50.6%	
4012 Water Rates	806	676	1,025	349		349	66.0%	
4014 Electricity	2,369	2,402	2,900	498		498	82.8%	
4015 Gas	4,860	1,434	5,980	4,546		4,546	24.0%	
4016 Caretaking Materials	1,146	534	1,545	1,011		1,011	34.6%	
4017 Refuse Bin Clearance	894	614	930	316		316	66.0%	
4018 Sanitary Waste	237	177	355	178		178	50.0%	
4019 Window Cleaning	635	354	775	421		421	45.6%	
4034 Maintenance - Electrical	1,087	412	1,660	1,248		1,248	24.8%	
4035 Maintenance - Elect Eqp Insp	960	826	2,025	1,199		1,199	40.8%	
4036 Maintenance - General	2,687	1,955	2,480	525		525	78.8%	
4037 Maintenance - Fire Alarm Syt	459	530	650	120		120	81.5%	
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	328	930	602		602	35.3%	
4044 Maintenance - Partition Wall	695	782	955	173		173	81.9%	
4061 Legionella Testing	295	0	310	310		310	0.0%	
4063 Maintenance - Plumbing	491	717	720	3		3	99.6%	
4065 Fire Prevention Sundries	20	674	785	111		111	85.9%	
4066 Keyholder Services	180	120	210	90		90	57.1%	
4500 Internal Redecorations	2,120	2,000	2,000	0		0	100.0%	
North Heath Hall :- Indirect Expenditure	27,755	19,393	35,185	15,792	0	15,792	55.1%	0
Net Income over Expenditure	39,784	30,029	30,815	786				
6001 less Transfer to EMR	155	0						
Movement to/(from) Gen Reserve	39,629	30,029						

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	28,357	44,000	15,643			64.4%	
1010 Multi Court Lettings	26,696	16,936	26,000	9,064			65.1%	
Holbrook Recreation Centre :- Income	66,632	45,293	70,000	24,707			64.7%	0
4011 NNDR	3,493	2,329	4,410	2,081		2,081	52.8%	
4012 Water Rates	1,112	797	1,470	673		673	54.2%	
4014 Electricity	3,355	2,007	3,985	1,978		1,978	50.4%	
4015 Gas	2,658	755	1,680	925		925	45.0%	
4016 Caretaking Materials	1,466	525	1,545	1,020		1,020	34.0%	
4017 Refuse Bin Clearance	860	567	930	363		363	60.9%	
4018 Sanitary Waste	237	232	345	113		113	67.3%	
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	456	650	194		194	70.2%	
4036 Maintenance - General	2,012	477	2,095	1,618		1,618	22.8%	
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	395	810	415		415	48.8%	
4065 Fire Prevention Sundries	17	672	775	103		103	86.7%	
4066 Keyholder Services	180	180	210	30		30	85.7%	
4500 Internal Redecorations	1,000	320	1,500	1,180		1,180	21.3%	
Holbrook Recreation Centre :- Indirect Expenditure	24,325	11,903	24,845	12,942	0	12,942	47.9%	0
Net Income over Expenditure	42,307	33,389	45,155	11,766				
6001 less Transfer to EMR	2,076	0						
Movement to/(from) Gen Reserve	40,231	33,389						
403 Roffey Millennium Hall								
1000 Hall Lettings	67,525	48,173	73,000	24,827			66.0%	
1004 Equipment Sale/Sundry Income	1,419	1,241	0	(1,241)			0.0%	
1006 Refreshment Sale Income	2,502	1,416	0	(1,416)			0.0%	
1008 Miscellaneous Income	6	0	0	0			0.0%	
Roffey Millennium Hall :- Income	71,452	50,829	73,000	22,171			69.6%	0
4011 NNDR	7,073	5,155	8,085	2,931		2,931	63.8%	
4012 Water Rates	1,307	1,533	1,660	127		127	92.4%	
4014 Electricity	6,535	5,005	5,916	911		911	84.6%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

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	3,524	6,300	2,776		2,776	55.9%	
4016 Caretaking Materials	1,289	668	1,520	852		852	44.0%	
4017 Refuse Bin Clearance	1,900	1,335	2,040	705		705	65.5%	
4018 Sanitary Waste	237	177	260	83		83	68.3%	
4019 Window Cleaning	811	419	1,095	676		676	38.2%	
4020 Refreshment Sale Cost/Sundries	1,042	475	485	10		10	97.9%	
4034 Maintenance - Electrical	1,480	630	2,555	1,925		1,925	24.7%	
4035 Maintenance - Elect Eqp Insp	610	598	610	12		12	98.0%	
4036 Maintenance - General	3,502	3,442	3,635	193		193	94.7%	
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	517	830	313		313	62.3%	
4041 Maintenance - Fire Extg Insp	128	91	255	164		164	35.6%	
4042 Maintenance - Gas Boiler etc	454	978	1,120	142		142	87.4%	
4044 Maintenance - Partition Wall	740	375	665	290		290	56.4%	
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	360	1,435	1,075		1,075	25.1%	
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	210	210	0		0	100.0%	
4500 Internal Redecorations	1,950	1,980	2,000	20		20	99.0%	
Roffey Millennium Hall :- Indirect Expenditure	40,088	30,004	44,166	14,162	0	14,162	67.9%	0
Net Income over Expenditure	31,364	20,825	28,834	8,009				
6001 less Transfer to EMR	2,150	0						
Movement to/(from) Gen Reserve	29,214	20,825						
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,533	100,950	0	(100,950)		(100,950)	0.0%	100,950
Earmarked Reserves :- Indirect Expenditure	24,533	100,950	0	(100,950)	0	(100,950)		100,950
Net Expenditure	(24,533)	(100,950)	0	100,950				
6000 plus Transfer from EMR	24,533	100,950						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	631,270	558,897	621,975	63,078			89.9%	
Expenditure	570,913	480,660	613,061	132,401	2,546	129,855	78.8%	
Net Income over Expenditure	60,357	78,237	8,914	(69,323)				
plus Transfer from EMR	24,533	100,950						
less Transfer to EMR	7,921	0						
Movement to/(from) Gen Reserve	76,968	179,187						

Date: 07/11/2024

North Horsham Parish Council

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Time: 12:42

LLOYDS Bank Accounts

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Lloyds Credit Card	BACS	160.48		General Repairs
01/10/2024	Horsham Publications Ltd	011024-01	88.20		Newsletter
01/10/2024	Horsham District Council	011024-02	218.40		Refuse Collection
01/10/2024	Horsham District Council	011024-03	291.00		Rates - Oct 2024 - HTB
01/10/2024	Horsham District Council	011024-04	489.00		Rates - Oct 2024 - NHH
01/10/2024	Horsham District Council	011024-05	645.00		Rates - Oct 2024 - RMH
01/10/2024	West Sussex County Council	011024-06	27,734.59		Salaries - Aug 2024
03/10/2024	British Gas Business	021024-01	24.48		Gas - 29/08 to 16/09/2024
04/10/2024	British Gas Business	041024-01	41.33		Gas - 14/08 to 16/09/2024
04/10/2024	British Gas Business	041024-02	231.18		Electr - 14/08 to 13/09/2024
08/10/2024	NETCOM	081024-02	457.39		Internet & Phone
08/10/2024	N. Simmonds,	081024-03	165.00		Key Holder
08/10/2024	Streetlights	081024-04	654.79		Street Lights Maintenance
08/10/2024	T C Maintenance	081024-05	450.00		ROSPA Repairs & Clearance
08/10/2024	WorkNest Limited	081024-06	228.00		HR Course - Training
08/10/2024	Action in Rural Sussex	081024-07	144.00		Annual Subscription
08/10/2024	Air Conditioning Direct Suppli	081024-08	324.00		Annaul Maintenance Service
08/10/2024	Amazon Business	081024-09	48.69		Refreshment - Tea bag
08/10/2024	BEL Signs	081024-10	28.80		Uniforms
08/10/2024	Enterprise Services Group Ltd	081024-11	86.21		Hygiene Services
08/10/2024	Grasstex Ltd	081024-12	2,673.97		Grass Cutting
08/10/2024	Horsham Locksmiths Ltd	081024-13	214.20		Loch for HTB
08/10/2024	Incor Group Management Ltd	081024-14	442.14		Window Cleaning
08/10/2024	D. Lees	081024-15	45.45		Travel Expenses - Sep 24
08/10/2024	Roadware Ltd	081024-16	71.94		Litter Bin liner
08/10/2024	Steel Stair Inspector Limited	081024-17	552.00		Inspection Certification
08/10/2024	T C Maintenance	081024-18	2,775.00		Bus Stop - Bartholomew Way
11/10/2024	CCLA Deposit Account	111024-01	100,000.00		Deposit Trf to CCLA Investment
14/10/2024	CCLA Deposit Account	141024-01	80,000.00		Deposit Trf to CCLA Investment
16/10/2024	Horsham District Council	161024-01	68.80		Refuse Collection - HTB
16/10/2024	Horsham District Council	161024-02	68.80		Refuse Collection - NHH
16/10/2024	Horsham District Council	161024-03	187.60		Refuse Collection - RMH
17/10/2024	British Gas Business	171024-01	852.43		Electr - 01-09 to 30-09-2024
18/10/2024	British Gas Business	181024-01	15.46		Gas - 17/09 to 28/09/2024
18/10/2024	Information Commissioner's Off	181024-02	55.00		GDPR - Data Protection Fees
18/10/2024	Amazon Business	181024-04	93.10		General Maintenance
18/10/2024	Mr S D Daniel	181024-05	620.00		Build Maintenance
18/10/2024	Enterprise Services Group Ltd	181024-06	93.63		Pine Hygiene Services
18/10/2024	Festive Illuminations Ltd	181024-07	2,520.00		Festive Lighting for X-Max
18/10/2024	Happy Drains Ltd	181024-08	150.00		Build. maintenance
18/10/2024	Horsham Locksmiths Ltd	181024-09	144.00		Lock Front Door Maint
18/10/2024	R J Jochimsen	181024-10	840.00		Grass Cutting - Earls Meadows
18/10/2024	NETCOM	181024-11	102.00		IT Repairs & Maint
18/10/2024	T C Maintenance	181024-12	1,303.00		ROSPA Action - Playground Upgr
18/10/2024	Wigthman & Parrish Ltd	181024-13	689.31		Cleaning Materials
18/10/2024	Scottish Water Business Stream	181024-03	90.50		Water - 10/07 to 03/10/2024
21/10/2024	British Gas Business	211024-01	315.65		Gas- 02/09 to 01/10/2024

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Lloyds Bank Accounts

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/10/2024	British Gas Business	221024-01	287.25		Electr - 01-09 to 30-09-2024
25/10/2024	West Sussex County Council	251024-01	27,648.51		Salaries - Sept 2024
Total Payments			255,430.28		

Date: 09/12/2024

North Horsham Parish Council

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Lloyds Bank Accounts

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Horsham Publications Ltd	011124-01	88.20		Newsletter
01/11/2024	British Gas Business	011124-02	130.67		Gas
01/11/2024	Horsham District Council	011124-03	218.40		Refuse collection
01/11/2024	Horsham District Council	011124-04	291.00		Rtaes
01/11/2024	British Gas Business	011124-05	372.43		Electr - 14/09 to 13/10/2024
01/11/2024	Horsham District Council	011124-06	489.00		Rates
01/11/2024	Horsham District Council	011124-07	645.00		Rates
05/11/2024	Scottish Water Business Stream	051124-02	494.00		Water - 21/07 to 21/10/2024
05/11/2024	Scottish Water Business Stream	051124-01	286.43		Purchase Ledger Payment
08/11/2024	Amazon Business	081124-01	87.90		Stationery & Repairs
08/11/2024	Cain Markings Ltd	081124-02	744.00		Pitch Maintenance
08/11/2024	Extinguere Ltd	081124-03	120.00		Staff Fire Training
08/11/2024	Foster Landscapes Ltd	081124-04	8,437.84		Maintenance - HTB & Amberley C
08/11/2024	Glasdon U.K. Ltd	081124-05	2,962.52		Paving Fixing Credit
08/11/2024	Happy Drains Ltd	081124-06	222.00		CCTV Survey
08/11/2024	Home Start Crawley, Horsham an	081124-07	1,100.00		Grants for Home start
08/11/2024	Leadbeater locks	081124-08	14.98		General Repairs
08/11/2024	D. Lees	081124-09	40.95		Travel Expenses
08/11/2024	Aut O'Mattic Ltd	081124-10	100.80		Subscription
08/11/2024	Otis Ltd	081124-11	216.97		Lift Maint Contract
08/11/2024	Mr Alan Randall	081124-12	63.90		Travel Expenses
08/11/2024	Servcom Services UK Ltd.,	081124-13	148.32		RHM- Heating System Maint
08/11/2024	M Stoner,	081124-14	72.00		Travel Expenses
08/11/2024	Turner Security Systems Ltd.	081124-15	49.20		Alarm Battery
08/11/2024	Tony Willett	081124-16	45.90		Travel Expenses
08/11/2024	Viking Direct	081124-17	187.27		Stationery
08/11/2024	Festive Illuminations Ltd	081124-18	2,520.00		X-Mas Decoration
08/11/2024	Horsham District Council	081124-19	1,865.18		Burial cemetery
08/11/2024	NETCOM	081124-20	457.63		It & Inetrnet support - RMH
08/11/2024	Pro-Servicing Ltd	081124-21	924.00		Partition wall Service
08/11/2024	N. Simmonds,	081124-22	165.00		Ket Holder
08/11/2024	T C Maintenance	081124-23	2,701.58		NHH - Refurbishment Walls & FI
14/11/2024	T C Maintenance	141124-01	628.00		Build Door paint
14/11/2024	Mulberry Local Authority Servi	141124-02	322.74		Internal Audit
14/11/2024	H New Electrical Services	141124-03	1,286.74		Multi Court Floodlights Repair
14/11/2024	GRL Plumbing and Services	141124-1	996.00		General Repairs
14/11/2024	Grasstex Ltd	141124-2	224.40		Play ground- Earles Meadow
19/11/2024	British Gas Business	191124-01	946.02		Electr - 01/10 to 31/10/2024
19/11/2024	Horsham District Council	191124-02	153.20		Refuse Collection - RMH
19/11/2024	British Gas Business	191124-03	120.64		Gas - 16/10 to 28/10/2024
19/11/2024	Horsham District Council	191124-04	86.00		Refuse Collection - NHH
19/11/2024	Horsham District Council	191124-05	68.80		Refuse Collection - HTB
20/11/2024	British Gas Business	201124-01	871.88		Gas - 02/10 to 01/11/2024
20/11/2024	West Sussex County Council	201124-02	30,522.08		Payroo Admin Charges
20/11/2024	First Rescue Training & Suppli	201124-01	318.00		Defibtech Lifeline Battery
20/11/2024	Argos	201124-02	79.98		Mobile phone sim
22/11/2024	British Gas Business	221124-01	401.58		Electr - 01/10 to 31/10/2024

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Lloyds Bank Accounts

List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2024	British Gas Business	221124-02	407.45		Gas - 17/09 to 28/10/2024
Total Payments			63,696.58		

NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS MAY 2025 to MAY 2026

Meetings are usually held at Roffey Millennium Hall starting at 7.30pm.
The press and public are welcome to attend Council and Committee meetings.

MAY 2025 Thursday 8 th Thursday 15 th Thursday 22 nd	Personnel COUNCIL. Planning, Environment & Transport.	NOV 2025 Thursday 6 th Monday 17 th Thursday 27 th	COUNCIL. Internal Controls WP (daytime) Planning Environment & Transport.
JUN 2025 Thursday 5 th Monday 9 th Thursday 12 th Thursday 26 th	Property Internal Controls WP (daytime) Finance and Administration Planning, Environment & Transport	DEC 2025 Thursday 4 th Thursday 11 th Thursday 18 th	Finance and Administration Property Planning, Environment & Transport.
JUL 2025 Thursday 3 rd Thursday 10 th Thursday 24 th	COUNCIL Personnel Planning Environment & Transport.	JAN 2026 Thursday 8 th Thursday 22 nd Thursday 29 th	COUNCIL. Personnel Planning, Environment & Transport
AUG 2025 Thursday 7 th Thursday 14 th Thursday 21 st	Property Finance and Administration. Planning, Environment & Transport.	FEB 2026 Thursday 5 th Monday 9 th Thursday 19 th Thursday 26 th	Property Internal Controls WP (daytime) Finance and Administration Planning, Environment & Transport
SEPT 2025 Thursday 4 th Monday 8 th Thursday 25 th	COUNCIL. Internal Controls WP (daytime) Planning Environment & Transport. (Budget)	MAR 2026 Thursday 5 th Thursday 26 th	COUNCIL Planning, Environment & Transport
OCT 2025 Thursday 2 nd Thursday 9 th Thursday 23 rd Thursday 30 th	Personnel (Budget) Property. (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APR 2026 Thursday 2 nd Thursday 23 rd Monday 27 th Thursday 30 th	Property Finance and Administration Annual Meeting of Electors of the Parish Planning, Environment & Transport
		MAY 2026 Thursday 7 th Thursday 14 th Thursday 28 th	Personnel COUNCIL Planning, Environment & Transport

North Horsham Parish Council Meeting on 9th January 2025

Correspondence List 1 from 7th November 2024 to 1st January 2025

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"> • News Release : Meals on wheels is more than just a meal in West Sussex • News Release : Awards for West Sussex County Council children's social care teams at national awards ceremony • Residents' eNewsletter : Better Roads, Carers Rights, living independently, and more! • Pensions Investment Review : LGPS Consultation • Brake Road Safety Week <i>**Also publicised on Facebook**</i> • News Release : West Sussex County Council wins award for inclusive recruitment in Public Health • Your Town and Parish Council News budget consultation special • Local Members/Councillors - Littlehaven and Northolmes amalgamation (via Cllr Baldwin) • West Sussex Pension Fund - Valuation and Funding Update • Highways, Transport and Planning - News and Updates • Horsham Transport Improvements Stage 1 engagement • News Release : More help to support West Sussex smokers to quit for good • News Release : Last chance to have your say on our £2 billion budget • West Sussex Recycles: Think Before You Buy, Waste Prevention Community Grant Fund, giveaways and more... • A24 Horsham to Dorking Corridor Feasibility Study Stakeholder Meeting - presentation slides, FAQs and feedback survey • Residents eNewsletter - Christmas events and local gifts, Independent Visitors, and more! • News Release : West Sussex County Council leader to write to Secretary of State on inheritance tax on farms • News Release : "Best party ever!" - Christmas celebrations bring festive joy to West Sussex Children's Homes • West Sussex Road Safety Strategy Public Consultation <i>**Members urged to respond before the deadline of 2nd February 2025**</i> • News Release : West Sussex County Council to increase awareness of breast cancer • Highways, Transport and Planning - News and Updates
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Horsham District Women's Health Survey <i>**Also publicised on Facebook**</i> • Read the new Our District magazine: November 2024 edition • Election news: Denne by-election results • Enterprising Horsham • Climate Action News - December 2024 • Examination of Horsham Local Plan – Hearing Sessions Information • Latest news: New recycling points for vapes and batteries; Vote for your favourite Christmas Magic Display; Lifespring Christmas fair; New scheme to protect Horsham Park • Examination of Horsham Local Plan – Hearing Sessions Information • Examination of Horsham Local Plan - Cancellation of all scheduled hearings • Latest news: Winning Christmas Magic Displays announced; What's next for Horsham District's Local Plan? New free courses to improve health and wellbeing in 2025

	<ul style="list-style-type: none"> Universal Credit Migration - information for local residents
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> Chief Executive's Bulletin 07.11.24 Events 12.11.24 Chief Executive's Bulletin 14.11.24 Events 19.11.24 Chief Executive's Bulletin 21.11.24 Events 26.11.24 Chief Executive's Bulletin 28.11.24 Events 03.12.24 Chief Executive's Bulletin 05.12.24 Events 10.12.24 Chief Executive's Bulletin 12.12.24 Events 17.12.24 Chief Executive's Bulletin 19.12.24 Events 24.12.24
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> AGM & Conference 2024 : Minutes and reports Transport Forum 18 November 2024 Newsletter - Winter 2024
5.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> HALC Matters HALC Matters & Local Plan
6.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> Sussex Police - Volunteer Vacancies [#342206866] NHW - Reminder : Local Risk Perception Survey [#344680619] NHW - Join our crime prevention & safety online webinars this week! [#346771121] Sussex Alerts - PCSO Street Briefing : New Street, Horsham RH13 5EJ Area [#351051595] NHW - Staying safe during severe weather events [#351221121] NHW - The December 2024 edition of OUR NEWS is here [#355128009] Sussex Alerts - Sussex Police launch winter crackdown on drink and drug drivers [#355212355] NHW - Can you contribute to the business of policing? [#356396485] NHW - Take part in our Cybercrime Survey! [#356837154]# NHW - Latest Scam as reported by one of our Members [#364671378] Sussex Police Monthly News Bulletin - Horsham [#366877604]
7.	<u>NHS Sussex</u> <ul style="list-style-type: none"> News bulletin: 8 November 2024 News bulletin: 15 November 2024 News bulletin: 22 November 2024 News bulletin: 29 November 2024 News bulletin: 6 December 2024 News bulletin: 13 December 2024 News bulletin: 20 December 2024 News bulletin: 23 December 2024
8.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> In Touch - December 2024

9.	<u>Local Government Association</u> <ul style="list-style-type: none"> Bulletin 12 December 2024 : specifically Planning information Bulletin 13 December 2024 : specifically Planning information
10.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> Local authority update : Your November 2024 Newsletter Issue 21 Local authority update : Your December 2024 Newsletter Issue 22
11.	<u>Other Correspondence</u> <ul style="list-style-type: none"> CLTs - Re: IMPORTANT UPDATE for Community Benefit Societies - register for our briefing webinar <i>** also shared with NHCLT **</i> Southern Water - New Rivers and Seas Watch service L&G - Notification of road closures on Rusper Road A264 CCLA - The Public Sector Deposit Fund : implementation of the FCA's Sustainability Disclosure Requirements Transport for South East - In this issue... EVCI Visualiser Tool, TfSE's Digital Forum and Meet the Team Relate West Sussex - Update Transport for South East - Centre of Excellence : November Newsletter Changes to fast-track planning process <i>**also noted at PET Committee Meeting 19.12.24**</i> Mulberry LAS - Training Update : December 2024 Go to Local - Horsham Pages North December edition including Parish Council article English Devolution White Paper - What future Parish and Town Councils, is there one? Mens shed - Newsletter Sussex Heart Charity - Rescue Ready Transport for South - In this issue... Draft Transport Strategy Consultation, The TfSE Podcast, and Meet the Team Southern Water - Ofwat's Final Determination
12.	<u>John Milne MP</u> <ul style="list-style-type: none"> Request for bench in bus shelter
13.	<u>Resident letters</u> <ul style="list-style-type: none"> Email exchange between Parish Clerk, resident and office of John Milne MP regarding a bench installation <i>**This will be noted at the next CIL Working Party Meeting but if Members wish the Property Committee to consider this directly, the appropriate Motion should be submitted to the Parish Clerk **</i>

North Horsham Parish Council Meeting on 7 th November 2024	
Correspondence List 2 from 2 nd January to 8 th January 2025	
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"> West Sussex Recycles: safe battery disposal, Waste Prevention Community Grant Fund and more... News release : West Sussex dad urges people to seek support for risky drinking Ways to have a Healthy New You in 2025
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> Climate Action News - January 2024
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> Our chair has penned an open letter to parish and town councils. Events 07.01.25 Sector Standards Survey (individuals to respond by 2nd February 2025)
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> Training on offer (some chargeable and some FOC)
5.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> NHW - AMBER Cold Health Alert [#370197393] NHW - Free UK-wide service which provides extra advice and support, including when there's an interruption to your electricity, gas or water supply [#370250850] NHW - Cold health alert extended for the South East [#371226453] NHW - The January 2025 edition of OUR NEWS is here [#371493628] NHW - FREE 'Are you scam savvy?' sessions available via webinar [#373317599]
6.	<u>NHS Sussex</u> <ul style="list-style-type: none"> News bulletin: 31 December 2024 News bulletin: 3 January 2025
7.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> TR020005 - Gatwick Airport Northern Runway
8.	<u>Other Correspondence</u> <ul style="list-style-type: none"> Newsletter January 2025 inc training offer WSCC Cllr Andrew Baldwin - Copy email regarding devolution proposals