

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 24th APRIL 2025 AT 7.30pm**

CLERK'S REPORT

To be considered in conjunction with the Agenda for this meeting. Numbers relate to the item numbers on the Agenda.

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the Agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

4. 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. Chairman's Announcements.

5.1 HDC have advised that the Environment Cleansing Grant for 2025/26 will be £12,752.33. This is an increase of 3.9% on the 2024/25 figure of £12,273.66

5.2 Following the awarding of a grant to 4Sight Vision at the last meeting, a letter of thanks has been received which will be **circulated by email**.

6. Review of Finances to 31st March 2025

6.1 Finance Report to show income, expenditure and reserves to 31st March 2025

A full year Income and Expenditure report as at 31st March 2025 is attached as **Appendix 1**.

Additionally, a Reserves report (both General and Earmarked) as at 31st March 2025 is attached as **Appendix 1a**

6.2 Bank Reconciliations

A copy of the bank reconciliations and statements for the Lloyds Bank Accounts and the CCLA Public Sector Deposit Fund as at 31st January, 28th February and 31st March 2025 have been **circulated by emailed**.

6.3 VAT Analysis to 31st March 2025

A copy of the summary sheets for the 4th quarter of 2024/25 is attached as **Appendix 2**.

Decisions:

- i) To consider the Financial Report to 31st March 2025 including reserve balances
- ii) To confirm, with counter signature by the Chairman the bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 31st January, 28th February and 31st March 2025.
- iii) To note the VAT Analysis to 31st March 2025 and any implications

7. End of Year Accounts and Annual Governance and Accountability Return (AGAR) for the Year ended 31st March 2025

In addition to the Income and Expenditure report as noted under Agenda item 6.1, the following is attached will be **circulated by email**:

- i) Section 2 (Accounting Statements) of the AGAR for the year 2024/25
- ii) Balance Sheet at 31st March
- iii) Bank - Cash & Investment Reconciliation at 31st March 2025
- iv) Earmarked Reserves summary

Decision: To consider the end of year accounts to 31st March 2025 and recommend to Full Council the approval of the figures which form Part 2 of the AGAR for 2024/25

8. Internal Control Working Party

A meeting of the Internal Control Working Party was held on Monday 24th February 2025 and the Notes of the Meeting are attached as **Appendix 3**. The focus for the meeting was item i) of the agreed Action Plan, namely that Salaries have been properly reviewed. No issues were identified.

Decision : To receive the Notes of the Working Party meeting held 24th February 2025.

9. Local Government Pension Scheme (LGPS)

West Sussex Pension Fund emailed the Parish Office on 11th March 2025 regarding the FRS102/IAS19 reporting and stated that the correspondence was for information only as NHPC has not required an IAS19 or FRS102 report in previous years. As the NHPC circumstances have not changed the situation remains the same for 2024/25 and no reports were requested.

Decision : To note that no FRS102/IAS19 reporting was requested.

10. Grant Applications

The applications and supporting documentation **have been circulated to Members by email** prior to the meeting. There is a current Grant budget available for the 2025/26 financial year of £10,000

Kent, Surrey and Sussex Air Ambulance - £500 requested

This is the 4th application from the Air Ambulance Charity. The funding is to enable the charity to continue to provide and deliver our critical care to those that need it the most - 24 hours a day, 365 days a year.

Previous Awards

July 2021	£2,000	Ongoing work
June 2022	£300	Ongoing work
April 2024	£250	Ongoing work

Decision : To consider a Grant application from Kent, Surrey and Sussex Air Ambulance

St Catherine's Hospice - £250 requested

This is the 5th application from St Catherine's Hospice. The funding would contribute to their core costs to help people facing the end of their life to spend their final days as pain free, as dignified and as comfortable as possible.

Previous Awards

July 2010	£1,000	Ongoing work
August 2013	£1,000	Ongoing work
July 2014		Declined
February 2024	£250	Ongoing work

Decision : To consider a Grant application from St Catherine's Hospice

North Horsham Friendship Club - £400 requested

This is the 13th application from the Friendship Club and the funding would be used for excursion transport costs.

Previous Awards

October 2014	£500	Set Up costs
October 2015	£300	Ongoing work
December 2016	£150	Christmas entertainer and small gifts Entertainer and transport
February 2018	£200	costs
February 2019	£225	Entertainer and transport costs
February 2020	£300	Entertainer and transport costs
March 2022	£300	Ongoing sessions including entertainment
February 2023	£400	Ongoing sessions including Entertainment
April 2023	£830	Excursion transport costs
February 2024	£400	Ongoing sessions including Entertainment
April 2024	£850	Excursion transport costs
February 2025	£400	Ongoing sessions including Entertainment

Decision : To consider a Grant application from North Horsham Friendship Club

11. IT Hardware

As Members will recall, last year the Council had to replace all of the PC's as the support for Window 10 ends this year. The Council has retained three laptops; one older unit was used by the Deputy Clerk rather than a tower and the other two are laptops that are used by staff for remote meetings, presentations etc. As with the main PCs, these are currently running on Windows 10 and therefore a decision about their future needs to be taken.

Quotations have been obtained to replace these with either new or refurbished units at a cost of £954.13 and £565.93 respectively (both exec vat).

Alternatively, the IT support provider has stated that another option to consider is the ESU program. This program helps to keep Windows 10 devices safe beyond October 2025 (when Windows 10 goes end of life), by providing security updates.

It is 61 US dollars, approximately £50, per device for the first year. However please note that the price then doubles each consecutive year for up to 3 years. It only works on devices running Windows 10 version 22H2 and doesn't include technical support.

The Council does need to retain at least one laptop and Members are therefore asked to agree how to proceed noting that any expenditure on new machines would be funded by the Office Equipment Budget.

Decision : To agree how to proceed regarding future laptop provision

12. Policies

A reviewed Business Continuity Policy and Plan is attached as **Appendix 4** and any suggested amendments are shown in red

Decision : To review and make a recommendation to Full Council to adopt the reviewed Business Continuity Policy and Plan

15/04/2025

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration									
1007	S106 - Infra Red Heater(RMH)	13,957	0	0	0			0.0%	
1008	Miscellaneous Income	2,076	5,025	0	(5,025)			0.0%	
1009	S106 Funding - HTB	3,952	0	0	0			0.0%	
1011	S106 Funding Smart Tvs (RMH)	0	2,805	0	(2,805)			0.0%	
1176	Precept	365,346	380,247	380,247	0			100.0%	
1196	Interest Received	27,590	28,824	20,000	(8,824)			144.1%	
	Administration :- Income	412,921	416,901	400,247	(16,654)			104.2%	0
4007	Councillors Training	78	90	1,000	910		910	9.0%	
4008	Councillors Expenses	6,468	6,339	7,000	661		661	90.6%	
4021	Telephone/Fax/Internet	2,811	2,827	3,200	373		373	88.3%	
4022	Postage	606	691	800	109		109	86.4%	
4023	Stationery and Printing	930	733	1,600	867		867	45.8%	
4024	Subscriptions	3,183	3,210	3,400	190		190	94.4%	
4025	Insurance	14,412	15,296	14,000	(1,296)	(1,296)		109.3%	
4028	IT Costs	3,061	3,547	3,200	(347)	(347)		110.9%	
4029	Website Maintenance	84	264	170	(94)	(94)		155.3%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	817	892	850	(42)	(42)		104.9%	
4038	Office Equipment Maint.	258	517	950	433		433	54.4%	
4051	Bank Charges	64	78	100	23		23	77.5%	
4053	PWLB Loan Charges	10,724	10,231	11,000	769		769	93.0%	
4057	External Audit Fees	1,365	1,430	1,400	(30)	(30)		102.1%	
4058	Professional Services	2,505	2,278	3,100	822		822	73.5%	
4059	Internal Audit Fees	354	399	450	51		51	88.7%	
4100	Chairman's Allowance	125	0	400	400		400	0.0%	
4120	Roffey Hall Equipment	711	460	700	240		240	65.7%	
4122	Office Equipment	845	4,323	6,000	1,677		1,677	72.1%	
4246	Solar Power HTB	0	16,688	0	(16,688)	(16,688)		0.0%	
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%	
4256	S106 Smart Tvs (RMH)	0	2,805	0	(2,805)		(2,805)	0.0%	
	Administration :- Indirect Expenditure	67,310	78,099	64,820	(13,279)	0	(13,279)	120.5%	0
	Net Income over Expenditure	345,611	338,803	335,427	(3,376)				
103 Grants									
4155	Other Grants and Donations	6,531	7,711	10,000	2,289		2,289	77.1%	
	Grants :- Indirect Expenditure	6,531	7,711	10,000	2,289	0	2,289	77.1%	0
	Net Expenditure	(6,531)	(7,711)	(10,000)	(2,289)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Burial								
4101 Burial Charges	7,461	7,461	7,850	389		389	95.0%	
Burial :- Indirect Expenditure	7,461	7,461	7,850	389	0	389	95.0%	0
Net Expenditure	(7,461)	(7,461)	(7,850)	(389)				
106 Personnel								
4001 Salaries/NI/Pensions	328,912	346,734	355,000	8,266		8,266	97.7%	
4003 Payroll Admin Charge	1,254	1,363	1,400	37		37	97.4%	
4009 Staff Expenses/Mileage	3,240	3,368	3,500	132		132	96.2%	
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	64	400	336		336	16.0%	
Personnel :- Indirect Expenditure	334,053	352,267	362,150	9,883	0	9,883	97.3%	0
Net Expenditure	(334,053)	(352,267)	(362,150)	(9,883)				
301 Allotments								
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	300	300	0		0	100.0%	
4200 Grass cutting	323	406	765	359		359	53.1%	
4259 Allotment Maintenance	17	17	420	403		403	4.0%	
Allotments :- Indirect Expenditure	731	870	1,695	825	0	825	51.3%	0
Net Income over Expenditure	251	238	(713)	(951)				
302 Amenity, Recs & Open Sp								
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	860	1,050	190		190	81.9%	
4200 Grass cutting	14,567	14,658	21,250	6,592		6,592	69.0%	
4250 Bus Shelter Repairs	965	1,945	1,945	0		0	100.0%	
4251 Play Area & M Crts Maint	6,972	3,181	8,645	5,464		5,464	36.8%	
4252 Open Spaces	4,365	9,827	11,005	1,178		1,178	89.3%	
4253 Litter Warden/Clearance	728	610	995	385		385	61.3%	
4254 Community Services - Dog Bins	2,139	2,299	2,535	236		236	90.7%	
4255 Street Lighting - Maint/Supply	3,479	2,252	5,775	3,523		3,523	39.0%	
4258 Multicourts Maintenance	3,720	3,188	3,750	562		562	85.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260	Workshop	0	132	500	368		368	26.5%	
4302	Notice Board Maintenance	398	258	900	642		642	28.7%	
4303	Festive Lighting	0	4,200	4,000	(200)		(200)	105.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure		38,127	43,410	62,350	18,940	0	18,940	69.6%	0
Net Income over Expenditure		(26,382)	(31,136)	(50,604)	(19,468)				
6001	less Transfer to EMR	3,540	660	0	(660)				
Movement to/(from) Gen Reserve		(29,922)	(31,796)	(50,604)	(18,808)				
401 North Heath Hall									
1000	Hall Lettings	67,539	76,339	66,000	(10,339)			115.7%	
North Heath Hall :- Income		67,539	76,339	66,000	(10,339)			115.7%	0
4011	NNDR	5,863	6,508	7,720	1,212		1,212	84.3%	
4012	Water Rates	806	911	1,025	114		114	88.8%	
4014	Electricity	2,369	3,790	2,900	(890)		(890)	130.7%	
4015	Gas	4,860	4,586	5,980	1,394		1,394	76.7%	
4016	Caretaking Materials	1,146	948	1,545	597		597	61.4%	
4017	Refuse Bin Clearance	894	906	930	24		24	97.5%	
4018	Sanitary Waste	237	272	355	83		83	76.7%	
4019	Window Cleaning	635	648	775	127		127	83.7%	
4034	Maintenance - Electrical	1,087	1,809	1,660	(149)		(149)	109.0%	
4035	Maintenance - Elect Eqp Insp	960	2,036	2,025	(11)		(11)	100.5%	
4036	Maintenance - General	2,687	2,593	2,480	(113)		(113)	104.6%	
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	143	180	37		37	79.6%	
4042	Maintenance - Gas Boiler etc	910	845	930	85		85	90.8%	
4044	Maintenance - Partition Wall	695	782	955	173		173	81.9%	
4061	Legionella Testing	295	325	310	(15)		(15)	104.8%	
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	180	210	30		30	85.7%	
4500	Internal Redecorations	2,120	2,000	2,000	0		0	100.0%	
North Heath Hall :- Indirect Expenditure		27,755	32,154	35,185	3,031	0	3,031	91.4%	0
Net Income over Expenditure		39,784	44,185	30,815	(13,370)				
6001	less Transfer to EMR	155	0	0	0				
Movement to/(from) Gen Reserve		39,629	44,185	30,815	(13,370)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Holbrook Recreation Centre								
1000 Hall Lettings	39,936	42,774	44,000	1,226			97.2%	
1010 Multi Court Lettings	26,696	28,089	26,000	(2,089)			108.0%	
Holbrook Recreation Centre :- Income	66,632	70,863	70,000	(863)			101.2%	0
4011 NNDR	3,493	3,493	4,410	917		917	79.2%	
4012 Water Rates	1,112	1,034	1,470	436		436	70.4%	
4014 Electricity	3,355	3,681	3,985	304		304	92.4%	
4015 Gas	2,658	2,406	1,680	(726)		(726)	143.2%	
4016 Caretaking Materials	1,466	1,096	1,545	449		449	70.9%	
4017 Refuse Bin Clearance	860	859	930	71		71	92.4%	
4018 Sanitary Waste	237	354	345	(9)		(9)	102.7%	
4019 Window Cleaning	278	284	500	216		216	56.7%	
4034 Maintenance - Electrical	2,627	0	1,215	1,215		1,215	0.0%	
4035 Maintenance - Elect Eqp Insp	2,202	616	650	34		34	94.8%	
4036 Maintenance - General	2,012	1,229	2,095	866		866	58.6%	
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	18	180	162		162	10.0%	
4042 Maintenance - Gas Boiler etc	583	212	550	338		338	38.5%	
4061 Legionella Testing	265	295	280	(15)		(15)	105.4%	
4063 Maintenance - Plumbing	595	395	810	415		415	48.8%	
4065 Fire Prevention Sundries	17	688	775	87		87	88.8%	
4066 Keyholder Services	180	305	210	(95)		(95)	145.2%	
4500 Internal Redecorations	1,000	320	1,500	1,180		1,180	21.3%	
Holbrook Recreation Centre :- Indirect Expenditure	24,325	18,655	24,845	6,190	0	6,190	75.1%	0
Net Income over Expenditure	42,307	52,208	45,155	(7,053)				
6001 less Transfer to EMR	2,076	0	0	0				
Movement to/(from) Gen Reserve	40,231	52,208	45,155	(7,053)				
403 Roffey Millennium Hall								
1000 Hall Lettings	67,525	73,451	73,000	(451)			100.6%	
1004 Equipment Sale/Sundry Income	1,419	1,774	0	(1,774)			0.0%	
1006 Refreshment Sale Income	2,502	2,470	0	(2,470)			0.0%	
1008 Miscellaneous Income	6	0	0	0			0.0%	
Roffey Millennium Hall :- Income	71,452	77,695	73,000	(4,695)			106.4%	0
4011 NNDR	7,073	7,090	8,085	996		996	87.7%	
4012 Water Rates	1,307	2,148	1,660	(488)		(488)	129.4%	
4014 Electricity	6,535	9,840	5,916	(3,924)		(3,924)	166.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 Gas	7,287	7,095	6,300	(795)		(795)	112.6%	
4016 Caretaking Materials	1,289	1,177	1,520	343		343	77.4%	
4017 Refuse Bin Clearance	1,900	1,982	2,040	58		58	97.2%	
4018 Sanitary Waste	237	272	260	(12)		(12)	104.8%	
4019 Window Cleaning	811	790	1,095	305		305	72.2%	
4020 Refreshment Sale Cost/Sundries	1,042	637	485	(152)		(152)	131.3%	
4034 Maintenance - Electrical	1,480	2,545	2,555	10		10	99.6%	
4035 Maintenance - Elect Eqp Insp	610	1,027	610	(417)		(417)	168.3%	
4036 Maintenance - General	3,502	4,278	3,635	(643)		(643)	117.7%	
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	698	830	132		132	84.1%	
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	335	370	35		35	90.5%	
4062 Air Conditionaig Maintenance	270	270	335	65		65	80.6%	
4063 Maintenance - Plumbing	210	1,286	1,435	149		149	89.6%	
4064 Lightning Conductor Works	202	195	335	140		140	58.2%	
4065 Fire Prevention Sundries	33	726	790	64		64	91.9%	
4066 Keyholder Services	230	270	210	(60)		(60)	128.6%	
4500 Internal Redecorations	1,950	1,980	2,000	20		20	99.0%	
Roffey Millennium Hall :- Indirect Expenditure	40,088	47,642	44,166	(3,476)	0	(3,476)	107.9%	0
Net Income over Expenditure	31,364	30,053	28,834	(1,219)				
6001 less Transfer to EMR	2,150	0	0	0				
Movement to/(from) Gen Reserve	29,214	30,053	28,834	(1,219)				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,533	113,109	0	(113,109)		(113,109)	0.0%	113,109
Earmarked Reserves :- Indirect Expenditure	24,533	113,109	0	(113,109)	0	(113,109)		113,109
Net Expenditure	(24,533)	(113,109)	0	113,109				
6000 plus Transfer from EMR	24,533	113,109	0	(113,109)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	631,270	655,180	621,975	(33,205)			105.3%	
Expenditure	570,913	701,378	613,061	(88,317)	0	(88,317)	114.4%	
Net Income over Expenditure	60,357	(46,197)	8,914	55,111				
plus Transfer from EMR	24,533	113,109	0	(113,109)				
less Transfer to EMR	7,921	660	0	(660)				
Movement to/(from) Gen Reserve	76,968	66,252	8,914	(57,338)				

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2025

		FROM Reserve TO Reserve				FROM Reserve TO Reserve									
		EXPENDITURE	INCOME			EXPENDITURE	INCOME								
		BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.2022	01.04.2022	31.03.2023	31.03.2023	31.03.2023	01.04.2023	31.03.2024	31.03.2024	31.03.2024	01.04.2024	31.03.2025	31.03.2025	31.03.2025	
310/0	GENERAL RESERVES	250373	-37546	504167	563950	272610	-54821	546381	629194	300602	-87620	587413	655180	280749	
	EARMARKED RESERVES	0				0				0				0	
320/0	REVENUE - VAT CONTINGENCY	7955				7955				7955				7955	
321/0	REPAIRS & RENEWALS (R&R)	96134		27546		68589		10814		57775	35000	19500		73275	3
322/0	ELECTION	19950				19950				19950				19950	
323/0	TREE MANAGEMENT WORK	3825	5000	7860		965	4000	860		4105	4660			8765	6
324/0	TREE MANAGEMENT WORK	0				0	3540			3540		3540		0	10
327/0	ROFFEY YOUTH CLUB	5621				5621		5000		621				621	9
328/0	PLANNING	8035				8035				8035				8035	
329/0	EMR - GRANT FOR LED LIGHTS	0				0		2076	2076	0				0	8
330/0	EMR - MARCH 2023	0	2546			2546	-21	2525		0				0	7
331/0	RMH BOILER	25000	5000			30000	5000			35000	5000			40000	
332/0	PLAYGROUND UPGRADE	25000	25000			50000	25000			75000	25000	62942		37058	
333/0	NHH WASHROOM REFURBISHMENT	0				0	15000	2462		12538	8000	20538		0	5
334/0	EMR - PERIODIC ELECTRIC TESTING- 2023/24	0				0	2150			2150		2150		0	11
335/0	CAPITAL RECEIPT	25000				25000				25000				25000	
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	3				3	-3			0				0	
336/0	COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	0				0				0				0	
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2021	0				0				0				0	
339/0	COMMUNITY INFRASTRUCTURE LEVY 2021/2022	20559		18725		1835		795		1040		555		485	4
340/0	COMMUNITY INFRASTRUCTURE LEVY 2022/2023	0			11805	11805				11805				11805	5
341/0	EMR - LIGHT FITTINGS - NHH - 2023/24	0				0	155			155		155		0	13
342/0	EMR - NHH HEATING	0				0				0	5000	3768		1232	15
343/0	EMR - RMH LIFT	0				0				0	5000			5000	12
		487455	0	558297	575755	504913	0	570913	631270	565270	40	700561	655180	519929	

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2024/25

Period from 1st April 2024 to 31st March 2025

The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.

A total of up to £7,500 per annum can be reclaimed on exempt items.

[illegible]

**NORTH HORSHAM PARISH COUNCIL
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY
MONDAY 24th FEBRUARY 2025 AT 11am**

Members of the Working Party:- All Members of the Finance & Administration Committee

Cllrs. Torn & Wilton were in attendance.

Sarah Norman (Clerk/Responsible Financial Officer) was also in attendance.

1. Election of Chairman

Cllr. Torn was appointed as the Chairman for the Meeting.

2. Apologies.

Apologies were received from Cllrs. Gough and Smithurst.

3. Notes.

The Notes from the meeting held on 2nd December 2024, presented to the Finance and Administration Committee at the meeting held 12th December 2024, were **NOTED**.

4. Tests agreed in the Action Plan reviewed and agreed by the Finance and Administration Committee on 24th October 2024 (Min. FA/35/24 refers) designed to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud

- i. That Salaries have been properly reviewed
- ii. Identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant
- iii. To review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures
- iv. Identifying the duties of officers and segregation of duties; raising of sales invoices

As had been agreed at the previous meeting, the focus for the review was to be item i) - That Salaries have been properly reviewed. The following comments were **NOTED**:

To check that the Personnel Committee has approved annual salaries in line with contracts and /or Minutes.

As per the summary circulated at the meeting, all staff are linked to the NJC Greenbook salary scales as published by NALC including one member of staff who has automatic incremental Spinal Column Points as per their contract with the next increase applicable on 1st April 2025.

It was **NOTED** that the agreement on the salary award effective 1st April 2024 had been reported to the Council Meeting held 7th November 2025 (Min. FC/81.4/24 refers).

Subsequently, the 2024/25 salary agreement was **NOTED** at the next Personnel Committee held 6th February 2025, and the payroll summary for 2024/25 with the awarded included was **AGREED** (Min. PER/45/25 refers).

To make sure no records are missing in the Financial records

The payroll summary, including accuracy checks carried out by staff, together with the corresponding nominal ledger entry for the 4001 106 Cost Centre for December 2024, were reviewed and confirmed as correlating.

To review petty cash testing and procedures

Members **NOTED** the current spreadsheet for the Petty Cash including the attached receipts for all payments made. As detailed on the spreadsheet, all amounts are allocated to the correct Cost Centre and VAT accounted for as necessary.

5. It was **NOTED** that the next Meeting was scheduled to be held on 9th June 2025.

Furthermore, it was **AGREED** that the focus for the next Meeting would be part ii) of the Tests detailed in the Action Plan agreed by the Finance and Administration Committee **on 24th October 2024** namely, Identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant

There being no further business the meeting was closed at 11.15am.



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 provides a generic framework for public protection by those categorised as Category 1 Responders (ie District/ County Councils) to ensure that they are prepared, as far as reasonably practicable, to continue to provide critical functions in the event of disruption.

As part of Local Government, North Horsham Parish Council has used the framework to set out how it intends to maintain the continuity of its core functions, should they be disrupted by any event, in order to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an unexpected event or emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan.

In March 2020 a scheme of delegation whereby urgent decisions would be facilitated by agreement of the Chairman of the Council, Vice Chairman of the Council, Chairman of the Finance and Administration Committee and the Clerk was agreed. The delegated group would be responsible for initiating actions included in the Business Continuity Plan.

Should one of those people be unavailable for any reason, substitutions could be made with the Chairman of the Planning, Environment and Transport Committee or the Chairman of the Property Committee and the Deputy Clerk. Any decision made would be communicated to the Council and ratified as soon as possible after the decision had been made. If possible, the views of the Council would be sought prior to the decision, but this may not be practical.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an unexpected event or an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business.
- To identify the emergency risks to the business and assess likelihood and impact.
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- The Parish Council Office administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- Roffey Millennium Hall (which includes the Parish Office) is hired out to regular users and ad hoc hirers.
- North Heath Hall is hired out to regular users and ad hoc hirers.
- Holbrook Tythe Barn is hired out to regular users and ad hoc hirers.
- Multi Courts are hired out to regular users and ad hoc hirers.

Other services that could be affected

- Amberley Close allotments.
- Amberley Close play area and open space.
- Holbrook Tythe Barn play area and open space.
- Birches Road play area and open space.
- Earles Meadow play area and open space.
- Bus shelters.
- Street lights.
- Notice boards.
- Litter and dog bins.
- Litter picking
- North Horsham Friendship Club

Emergency Risks to the business

- Pandemic
- Fire.
- Flood.
- Theft/ break in.
- Equipment failure.
- Staff illness (epidemic).
- Loss of a staff member due to sudden or long term illness, incapacity or death.
- Death or Serious injury to member of staff whilst carrying out Council duties.
- Extreme weather.

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Pandemic		High/ High	The Council must follow government guidance which could mean closing halls and public spaces for a period of time. Introducing social distancing and sanitisation regimes.	
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Most records are scanned or held electronically All recommended key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.

Loss of Council computer files due to fire, flood, breakdown or theft.	Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support	
Staff illness.	Low/ High	Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.	
Loss of staff member due to long term illness or resignation	Low/ Medium	See Annex 1	
Death or Serious injury to member of staff whilst carrying out Council duties.	Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	

Should an emergency occur the following checklist should be used.

Emergency Response Checklist
For use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services/ follow government guidance
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

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Communication processes

When an emergency situation arises **the Clerk/ Deputy Clerk/ Chairman of the Council, Vice Chairman of the Council or Chairman of Finance** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary or to ensure that government guidance is being followed.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, County Association, the Bank, suppliers or contractors.**

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Council Vice Chairman	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Chairman of Finance	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Clerk to the Council	Sarah Norman	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Lisa Underwood	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Out of Hours Key holder

Fidellis Security	Unit 7 Enterprise Estate Moorfield Road Guildford Surrey	01483 506225
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Emergency Contacts

Contact For/ Work	Company/ Location	Telephone Number
Report of crime or need for emergency services	Sussex Police/ Fire / Ambulance	999
Insurance Company	Gallaghers	01483 462860
Health and Safety Executive	HSE	0345 3009923 03000031647
Gas	Emergency number	0800 111 999
Electricity	Emergency number	0800 3163 105 or 105 – power cuts or emergency

Emergency Contacts cont..

Contact For/ Work	Company/ Location	Telephone Number
Water	Business Stream Southern Water	0330 123 2000 Mon – Fri 9am -5pm 01903 264444 0330 303 0368 (Out of hours)
Telephone	Netcom IT Solutions	01403 252995
Boarding up	Repair Glaze	01403 274000
Emergency Repairs	TC Maintenance	01903 9141160 918778 07935 363034 tcmaintenance3@gmail.com
Boilers	ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyping	01273 820998
Lift	Otis Lifts - Joseph Smyth	07425 674351 0800 181363
Keys (24 hour service)	Horsham Locksmiths Ltd	01403 788708
Key holder	Nick Simmonds Electrical	07745 790018
IT Support	Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment	HR Services Worknest HR Office 217B, Regus, Afon House, Worthing Road, Horsham. RH12 1TL	01403 240205 283272
Tree work	Forest View - James Smith Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	07966 545874 james@forestviewtreesurgery.co.uk 01403 784378 07836 639575 gary@gcollier-forestry.co.uk

Annex 1

Possible process to follow should a member of staff be off work due to long term illness.

Each absence should be considered individually, and different action may be required depending on individual circumstances. The timings would be at the discretion of the Personnel Committee and the nature of the absence.

The following is for guidance only.

Short term ie up to 1 month

Existing staff to cover main activities ie preparing, covering and taking minutes for meetings, ensuring that e-mails are answered, following work schedules and processing invoices and payments, supervising staff. Hall cover may be necessary by other staff members or caretakers. The Council will be made aware that the office or halls are short staffed so new projects may need to be delayed.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid.

Medium term 1 month to 3 months

Arrangements to be made for a locum to cover meetings and to respond to emails. Existing staff to follow work schedules, process invoices and payments and supervise staff.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are paid. Consideration will need to be given to staff who may be covering a larger remit than normal and who are trying to support the locum.

Over 3 months.

Appoint locum to cover all work of the employee or increase the hours of part time staff if appropriate and they are agreeable. There may be a need to re-allocate work of existing staff to ensure full cover.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid. Other work will be necessary so that it doesn't get behind. Should a locum be appointed they should take on additional work to relieve staff members who may have stepped in to help whilst the locum settled in.

Possible process to follow should a member of staff resign.

There is a 3 month window to recruit and appoint a new senior staff member, therefore, as soon as possible after receiving the resignation, the Clerk or Chairman should start the recruitment process. The Clerk has delegated authority to incur expenditure to begin the recruitment process without recourse to the Personnel Committee. All roles have adverts, contracts, job descriptions and person specifications.

If possible, the appointment should be made with sufficient time to allow the new staff member to overlap with the incumbent by a week to give a smooth handover.

It will be difficult to replace staff who have a one month notice period within that time frame, therefore as soon as possible after receiving the resignation the recruitment process should start and arrangements made for the key parts of the job to be covered whilst a new staff member is found.

Update and review

This Policy and Plan shall be updated as appropriate and reviewed every two years by full Council. The next review will be May 2026~~5~~.

Adopted 18th June 2019

Reviewed by Full Council 5th March 2020

Reviewed by Full Council 6th May 2021

Reviewed by Full Council 18th May 2023

Reviewed by Full Council 15th May 2025