

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 23rd OCTOBER 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.

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. Chairman's Announcements.

5.1 An update has been received from West Sussex Pension Fund regarding the Government's policy that Local Government Pension Scheme (LGPS) funds are expected to pool investments, with the aim of reducing costs while maintaining strong investment performance. A copy of the email is available on request but has no implications for the Parish Council's membership.

5.2 The SAAA Annual Report 2024/25 has been published with a copy circulated on the correspondence email issued on 20th August.

5.3 A report has been received from grant recipients 4 Sight Vision and a copy will be **circulated via email**.

5.4 A letter of thanks has been received from Friendship Group following the grant towards their garden party and a copy will be **circulated via email**.

5.5 An email has been received from West Sussex Pension Fund regarding the Funding Strategy Statement final consultation and Employer results meetings and copy will be circulated on the weekly correspondence email on 15th October 2025.

6. Review of Finances to 30th September 2025

6.1 Finance Report to show income, expenditure and reserves to 30th September 2025

Funding at 30th September 2025

Precept (full year)	401,537
Environmental Grant	6,376
Donation for Interpretation Board	927
Total	408,840

Income to 30th September 2025

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th Sept*
Admin	12,036	20,000	10,000
Allotments**	1,092	1000	1,000
North Heath Hall	40,126	73,000	36,500
Holbrook Tythe Barn	18,727	46,000	23,000
Multi Court Lettings	10,995	28,000	14,000
Roffey Millennium Hall	36,738	78,000	39,000
Total	119,714	246,000	123,500

Expenditure to 30th September 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th Sept*
Admin	30,565	59,810	29,905
Grants	1,819	10,000	5,000
Burial***	3,730	7,900	3,950
Personnel	184,594	390,150	195,075
Allotments	598	1,940	970
Amenity, Recs and Open Spaces	35,919	68,100	34,050
North Heath Hall	15,142	35,980	17,990
Holbrook Tythe Barn	10,224	25,880	12,940
Roffey Millennium Hall	22,033	51,270	25,635
Total	304,624	651,030	325,515

*Total cost centre budget for 2025/26 divided by 6/12th.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

**** Paid quarterly in Months 2,5,8 & 11

Supporting Finance documents including the Income and Expenditure and Reserves reports as at 30th September 2025 are attached in **Appendix 1 and 1a respectively**.

Income

Whilst the gap between anticipated and expected overall income has slightly reduced since the end of August and sits at 3% below the estimated budget, the situation with the halls shows an increase in the deficit to 5% between the actual and the estimated income at the end of month 6 in 2025/26. However, when compared to this time last year, the income from the halls is 5% higher but this is offset by interest received which has reduced.

Expenditure

There has been a slight reduction in the underspend which is 6% at the end of the month, compared to approx. 9% lower than anticipated at the end of month 5.

Reserves

As at 30th September 2025, remaining funds including the full year precept payment received together with General Reserves, stood at £464,822.

In addition, there continues to be Earmarked Reserves of £243,484, the same as there was at the end of month 5, as there has been no expenditure from Earmarked Reserves during August.

Summary

Income is slightly below budget, primarily due to the levels of income from both Holbrook Tythe Barn and Roffey Millennium Hall, with expenditure broadly in line with the expectation at the end of month 6.

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 July, 31st August and 30th September 2025 have been **circulated by emailed**.

6.3 VAT Analysis to 30th September 2025

A copy of the summary sheet for the 2nd quarter of 2025/26 is attached as **Appendix 2**.

Decisions:

- 6.3.1 To consider the Financial Report to 30th September 2025 including reserve balances
- 6.3.2 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 as at 31st July, 31st August and 30th September 2025, and minute to evidence
- 6.3.3 To note the VAT Analysis to 30th September 2025

7. Internal Control Working Party

A meeting of the Internal Control Working Party was held on Monday 8th September 2025 and the Notes of the Meeting are attached as **Appendix 3**. The focus for the meeting was item iii) of the agreed Action Plan, namely 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, and that the budget is reviewed against the actual figures

Decision : To receive the Notes of the Working Party meeting held 8th September 2025.

8. Budget Forecast for 2025/26 and Budget Proposals for 2026/27

The recommended Forecasts and Budgets, including those from the Property Committee and Personnel Committee, will be **circulated by email**. For the recommendations from the Committees, these have been rounded up to the nearest £10 for budgets below £1,000 and for those over £1,000, to the nearest £100. No account has yet been taken in these figures for any further increase to the Gas and Electricity Charges as recommended by the Property Committee (Min. PR/024.2/25 refers).

The Property Committee, having received and noted the comparison of room performance, is also recommending an increase of 5% in hire charges (rounded to £1) and a summary of their recommendations will also be **circulated by email**.

As per the Smaller Authorities Proper Practices Panel on Accountability and Governance (SAPPP) Practitioner's guide 2025, and as referred to in the Final Internal Audit Report 2024/25, *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.34). Therefore, to ensure that the predicted General Reserve remains comfortably within this range, I would suggest that this figure is raised to £210,000 to ensure it remains approx. 6 months budgeted revenue expenditure.

As can be seen in the emailed papers, the Property Committee have already made some recommendations regarding Earmarked Reserves. In addition, I would suggest that the R&R EMR is once again replenished but by £30,000 this time, as the addition at the end of the 2024/25 year was by a much lower amount of £5,000, together with £10,000 to Mowbray Community Centre EMR which if progressed, could transfer to the Parish's ownership by the end of the 2026/27 financial year.

Should the Committee agree with the initial draft budget as circulated, and the suggested Earmarking, depending on the Tax Base (to be issued by HDC before the end of the year), the increase in the per house charge can be estimated to be somewhere around 2% or £0.89 per year for a Band D property.

Decision : To consider preliminary Budget Forecasts for 2025/26 and Budget Proposals for 2026/27 including any recommendations from the Property Committee (inc. Hire Fees) and Personnel Committee and agree any alterations prior to reconsideration and agreement at the December Finance & Administration Committee

9. Financial Risk Assessment

The updated Risk Assessment is attached as **Appendix 4** for Member's consideration.

Decision : To review and if acceptable agree the Financial Risk Assessment and recommend to Council

8. Grant Applications

There is a current Grant budget available for the 2025/26 financial year of £8,181. The applications have been **circulated to the Committee by email**.

CHAMS - £1,100 requested

This is the 14th annual application from CHAMS and the funding would be used towards the cost of supporting families in North Horsham to help them consolidate and build on their one-to-one home visiting and group support for local families to provide a wraparound service.

Previous Awards

March 2008	£1,000	Ongoing work
July 2009	£1,000	Ongoing work
February 2011	£1,500	Ongoing work
October 2015	£1,500	Ongoing work
October 2016	£1,500	Ongoing work
October 2017	£ 700	Ongoing work
October 2018	£ 700	Ongoing work
October 2019	£ 700	Ongoing work
October 2020	£1,070	Ongoing work
October 2021	£1,100	Ongoing work
October 2022	£1,100	Ongoing work
October 2023	£1,100	Ongoing work
October 2024	£1,100	Ongoing work

Decision : To consider a Grant application from CHAMS

Citizens Advice Bureau - £500 requested

This is the 13th application from Citizens Advice Bureau with the last one being in 2019. The funding would be used to continue their work supporting local residents, allowing them to better access their civil rights and what they are entitled to and allow people to improve their quality of life and that quality of life of their family.

Previous Awards

March 2008	£3100	Outreach Service
February 2009	£4200	Outreach Service
March 2010	£3600	Outreach Service
June 2011	£3800	Outreach Service
December 2011	£950	Outreach Service
August 2013	£3361	Outreach Service
October 2014	£3361	Outreach Service
2015	Circa £1,000	Outreach Service
2016	Circa £1,000	Outreach Service
2017	Circa £1,000	Outreach Service
2018	Circa £1,000	Outreach Service
February 2019	Circa £1,000	Outreach Service

Decision : To consider the grant application from Citizens Advice Bureau

The Juno Project - £975.40 requested

This is the 1st application from The Juno Project, and the funding would be used to fund the support they provide to the most vulnerable young women in at Bohunt School, across years 8, 9, 10 & 11.

Decision : To consider the grant application from The Juno Project

11. Policies

- 11.1 A reviewed Pensions Policy is attached as **Appendix 5** with no suggested amendments. It should be noted that this policy has also been reviewed by the Personnel Committee at the meeting held 2nd October 2025 (Min. PER/9.3/25 refers).

Decision : To review and make a recommendation to Full Council to adopt the reviewed Pensions Policy

- 11.2 Members are also asked to receive the reviewed Grants Policy (attached as **Appendix 6**) which has no Officer recommendations for amendment

Decision : To review and make a recommendation to Full Council to adopt the reviewed Grants Policy

08/10/2025

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 30-09-2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration								
1008	Miscellaneous Income	5,025	25	0	(25)			0.0%	
1011	S106 Funding Smart Tvs (RMH)	2,805	0	0	0			0.0%	
1176	Precept	380,247	401,537	401,537	0			100.0%	
1196	Interest Received	28,824	12,011	20,000	7,989			60.1%	
	Administration :- Income	416,901	413,573	421,537	7,964			98.1%	0
4007	Councillors Training	90	45	1,000	955		955	4.5%	
4008	Councillors Expenses	6,339	3,084	7,000	3,916		3,916	44.1%	
4021	Telephone/Fax/Internet	2,827	1,403	3,400	1,997		1,997	41.3%	
4022	Postage	691	356	840	484		484	42.4%	
4023	Stationery and Printing	733	309	1,600	1,291		1,291	19.3%	
4024	Subscriptions	3,210	3,456	3,400	(56)		(56)	101.6%	
4025	Insurance	15,296	4,233	15,500	11,267		11,267	27.3%	
4028	IT Costs	3,547	2,380	3,600	1,220		1,220	66.1%	
4029	Website Maintenance	264	80	200	120		120	40.0%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	892	441	920	479		479	47.9%	
4038	Office Equipment Maint.	517	258	950	692		692	27.2%	
4051	Bank Charges	78	82	350	268		268	23.5%	
4053	PWLB Loan Charges	10,231	4,930	5,000	70		70	98.6%	
4057	External Audit Fees	1,430	0	1,500	1,500		1,500	0.0%	
4058	Professional Services	2,278	2,445	2,500	55		55	97.8%	
4059	Internal Audit Fees	399	(138)	450	588		588	(30.6%)	
4100	Chairman's Allowance	0	0	400	400		400	0.0%	
4120	Roffey Hall Equipment	460	288	700	412		412	41.2%	
4122	Office Equipment	4,323	707	2,000	1,293		1,293	35.4%	
4123	VE Day 80	0	1,204	2,000	796		796	60.2%	
4246	Solar Power HTB	16,688	0	0	0		0	0.0%	
4247	Youth Provision	5,000	5,000	6,000	1,000		1,000	83.3%	
4256	S106 Smart Tvs (RMH)	2,805	0	0	0		0	0.0%	
	Administration :- Indirect Expenditure	78,099	30,565	59,810	29,245	0	29,245	51.1%	0
	Net Income over Expenditure	338,803	383,008	361,727	(21,281)				
103	Grants								
4155	Other Grants and Donations	7,711	1,819	10,000	8,181		8,181	18.2%	
	Grants :- Indirect Expenditure	7,711	1,819	10,000	8,181	0	8,181	18.2%	0
	Net Expenditure	(7,711)	(1,819)	(10,000)	(8,181)				

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Detailed Income & Expenditure by Budget Heading 30-09-2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	3,730	7,900	4,170		4,170	47.2%	
Burial :- Indirect Expenditure	7,461	3,730	7,900	4,170	0	4,170	47.2%	0
Net Expenditure	(7,461)	(3,730)	(7,900)	(4,170)				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	346,734	181,790	382,000	200,210		200,210	47.6%	
4003 Payroll Admin Charge	1,363	(0)	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,368	2,262	4,500	2,238		2,238	50.3%	
4010 Staff Training	650	195	1,600	1,405	1,394	11	99.3%	
4030 Recruitment Advertising	88	216	250	34		34	86.4%	
4067 Protective Clothing	64	131	400	269		269	32.9%	
Personnel :- Indirect Expenditure	352,267	184,594	390,150	205,556	1,394	204,162	47.7%	0
Net Expenditure	(352,267)	(184,594)	(390,150)	(205,556)				
<u>301 Allotments</u>								
1050 Allotment Rents	1,108	1,092	1,000	(92)			109.2%	
Allotments :- Income	1,108	1,092	1,000	(92)			109.2%	0
4012 Water Rates	147	24	410	386		386	5.9%	
4102 Allotment Rent	300	275	300	25		25	91.7%	
4200 Grass cutting	406	299	810	511		511	36.9%	
4259 Allotment Maintenance	17	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	870	598	1,940	1,342	0	1,342	30.8%	0
Net Income over Expenditure	238	494	(940)	(1,434)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	12,274	7,303	12,274	4,971			59.5%	
Amenity, Recs & Open Sp :- Income	12,274	7,303	12,274	4,971			59.5%	0
4019 Window Cleaning	860	539	1,200	661		661	45.0%	
4200 Grass cutting	14,658	11,575	22,400	10,825		10,825	51.7%	
4250 Bus Shelter Repairs	1,945	1,118	2,100	982		982	53.2%	
4251 Play Area & M Crts Maint	3,181	6,264	9,100	2,836	900	1,936	78.7%	
4252 Open Spaces	9,827	3,616	11,600	7,984	270	7,714	33.5%	
4253 Litter Warden/Clearance	610	169	1,100	931		931	15.4%	
4254 Community Services - Dog Bins	2,299	1,183	2,700	1,517		1,517	43.8%	
4255 Street Lighting - Maint/Supply	2,252	3,529	6,900	3,371		3,371	51.1%	
4258 Multicourts Maintenance	3,188	3,285	5,100	1,815		1,815	64.4%	

Detailed Income & Expenditure by Budget Heading 30-09-2025

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260	Workshop	132	0	500	500		500	0.0%	
4302	Notice Board Maintenance	258	162	900	738		738	18.0%	
4303	Festive Lighting	4,200	4,480	4,500	20		20	99.6%	
Amenity, Recs & Open Sp :- Indirect Expenditure		43,410	35,919	68,100	32,181	1,170	31,011	54.5%	0
Net Income over Expenditure		(31,136)	(28,616)	(55,826)	(27,210)				
6001	less Transfer to EMR	660	0	0	0				
Movement to/(from) Gen Reserve		(31,796)	(28,616)	(55,826)	(27,210)				
401 North Heath Hall									
1000	Hall Lettings	76,339	40,126	73,000	32,874			55.0%	
North Heath Hall :- Income		76,339	40,126	73,000	32,874			55.0%	0
4011	NNDR	6,508	2,929	8,200	5,271		5,271	35.7%	
4012	Water Rates	911	490	1,100	610		610	44.6%	
4014	Electricity	3,790	1,536	3,100	1,564		1,564	49.6%	
4015	Gas	4,586	2,077	6,300	4,223		4,223	33.0%	
4016	Caretaking Materials	948	734	1,700	966		966	43.2%	
4017	Refuse Bin Clearance	906	495	1,000	505		505	49.5%	
4018	Sanitary Waste	272	142	290	148		148	49.1%	
4019	Window Cleaning	648	378	820	442		442	46.1%	
4034	Maintenance - Electrical	1,809	420	1,800	1,380		1,380	23.3%	
4035	Maintenance - Elect Eqp Insp	2,036	377	1,100	723		723	34.2%	
4036	Maintenance - General	2,593	865	2,700	1,835	812	1,023	62.1%	
4037	Maintenance - Fire Alarm Syt	530	420	690	270		270	60.9%	
4039	Maint - Intruder Alarm	950	950	1,200	250		250	79.2%	
4041	Maintenance - Fire Extg Insp	143	0	190	190		190	0.0%	
4042	Maintenance - Gas Boiler etc	845	494	1,000	506		506	49.4%	
4044	Maintenance - Partition Wall	782	395	1,100	705		705	35.9%	
4061	Legionella Testing	325	325	480	155		155	67.6%	
4063	Maintenance - Plumbing	717	0	760	760		760	0.0%	
4065	Fire Prevention Sundries	674	0	120	120		120	0.0%	
4066	Keyholder Services	180	90	330	240		240	27.3%	
4500	Internal Redecorations	2,000	2,025	2,000	(25)		(25)	101.3%	
North Heath Hall :- Indirect Expenditure		32,154	15,142	35,980	20,838	812	20,026	44.3%	0
Net Income over Expenditure		44,185	24,984	37,020	12,036				
402 Holbrook Recreation Centre									
1000	Hall Lettings	42,774	18,727	46,000	27,273			40.7%	
1010	Multi Court Lettings	28,089	10,995	28,000	17,005			39.3%	
Holbrook Recreation Centre :- Income		70,863	29,722	74,000	44,278			40.2%	0

Detailed Income & Expenditure by Budget Heading 30-09-2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 NNDR	3,493	1,747	4,700	2,953		2,953	37.2%	
4012 Water Rates	1,034	769	1,600	831		831	48.0%	
4014 Electricity	3,681	989	4,200	3,211		3,211	23.5%	
4015 Gas	2,406	458	1,800	1,342		1,342	25.5%	
4016 Caretaking Materials	1,096	479	1,700	1,221		1,221	28.2%	
4017 Refuse Bin Clearance	859	495	980	485		485	50.5%	
4018 Sanitary Waste	354	183	370	187		187	49.6%	
4019 Window Cleaning	284	142	530	388		388	26.7%	
4034 Maintenance - Electrical	0	157	1,300	1,143		1,143	12.1%	
4035 Maintenance - Elect Eqp Insp	616	377	690	313		313	54.6%	
4036 Maintenance - General	1,229	650	2,200	1,550	800	750	65.9%	
4037 Maintenance - Fire Alarm Syt	420	420	700	280		280	60.0%	
4039 Maint - Intruder Alarm	950	950	1,100	150		150	86.4%	
4041 Maintenance - Fire Extg Insp	18	0	190	190		190	0.0%	
4042 Maintenance - Gas Boiler etc	212	199	580	381		381	34.2%	
4061 Legionella Testing	295	310	450	140		140	68.8%	
4063 Maintenance - Plumbing	395	71	850	779		779	8.4%	
4065 Fire Prevention Sundries	688	0	110	110		110	0.0%	
4066 Keyholder Services	305	140	330	190		190	42.4%	
4500 Internal Redecorations	320	1,690	1,500	(190)		(190)	112.7%	
Holbrook Recreation Centre :- Indirect Expenditure	18,655	10,224	25,880	15,656	800	14,856	42.6%	0
Net Income over Expenditure	52,208	19,498	48,120	28,622				
403 Roffey Millennium Hall								
1000 Hall Lettings	73,451	34,241	78,000	43,759			43.9%	
1004 Equipment Sale/Sundry Income	1,774	875	0	(875)			0.0%	
1006 Refreshment Sale Income	2,470	1,622	0	(1,622)			0.0%	
Roffey Millennium Hall :- Income	77,695	36,738	78,000	41,262			47.1%	0
4011 NNDR	7,090	3,865	8,500	4,636		4,636	45.5%	
4012 Water Rates	2,148	1,239	1,800	561		561	68.8%	
4014 Electricity	9,840	4,079	7,300	3,221		3,221	55.9%	
4015 Gas	7,095	1,735	8,100	6,365		6,365	21.4%	
4016 Caretaking Materials	1,177	2,251	3,900	1,649		1,649	57.7%	
4017 Refuse Bin Clearance	1,982	1,237	2,200	963		963	56.2%	
4018 Sanitary Waste	272	142	290	148		148	49.1%	
4019 Window Cleaning	790	519	1,200	681		681	43.3%	
4020 Refreshment Sale Cost/Sundries	637	311	510	199		199	61.0%	
4034 Maintenance - Electrical	2,545	403	2,700	2,297		2,297	14.9%	
4035 Maintenance - Elect Eqp Insp	1,027	377	640	263		263	58.9%	

Detailed Income & Expenditure by Budget Heading 30-09-2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Maintenance - General	4,278	614	3,900	3,286	1,763	1,522	61.0%	
4037 Maintenance - Fire Alarm Syt	607	420	650	230		230	64.6%	
4039 Maint - Intruder Alarm	950	972	1,200	229		229	81.0%	
4040 Maintenance - Elevator	698	973	880	(93)		(93)	110.6%	
4041 Maintenance - Fire Extg Insp	91	94	270	176		176	34.8%	
4042 Maintenance - Gas Boiler etc	978	283	1,200	917		917	23.5%	
4044 Maintenance - Partition Wall	375	0	700	700		700	0.0%	
4061 Legionella Testing	335	330	550	220		220	59.9%	
4062 Air Conditionaing Maintenance	270	0	360	360		360	0.0%	
4063 Maintenance - Plumbing	1,286	98	1,600	1,502		1,502	6.2%	
4064 Lightning Conductor Works	195	0	360	360		360	0.0%	
4065 Fire Prevention Sundries	726	0	130	130		130	0.0%	
4066 Keyholder Services	270	90	330	240		240	27.3%	
4500 Internal Redecorations	1,980	2,003	2,000	(3)		(3)	100.1%	
Roffey Millennium Hall :- Indirect Expenditure	47,642	22,033	51,270	29,237	1,763	27,473	46.4%	0
Net Income over Expenditure	30,053	14,704	26,730	12,026				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	113,109	20,053	0	(20,053)		(20,053)	0.0%	20,053
4901 VAT Contingency	0	14,643	0	(14,643)		(14,643)	0.0%	14,625
Earmarked Reserves :- Indirect Expenditure	113,109	34,696	0	(34,696)	0	(34,696)		34,678
Net Expenditure	(113,109)	(34,696)	0	34,696				
6000 plus Transfer from EMR	113,109	34,696	0	(34,696)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	655,180	528,554	659,811	131,257			80.1%	
Expenditure	701,378	339,321	651,030	311,709	5,939	305,770	53.0%	
Net Income over Expenditure	(46,197)	189,233	8,781	(180,452)				
plus Transfer from EMR	113,109	34,696	0	(34,696)				
less Transfer to EMR	660	0	0	0				
Movement to/(from) Gen Reserve	66,252	223,929	8,781	(215,148)				

		BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
		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	01.04.2025	30.09.2025	30.09.2025	30.09.2025	
310/0	GENERAL RESERVES	272610	-54821	546381	629194	300602	-87620	588269	655180	279893	-39000	304625	528554	464822	
	EARMARKED RESERVES	0				0				0				0	
320/0	REVENUE - VAT CONTINGENCY	7955				7955				7955	10000	14643		3312	
321/0	REPAIRS & RENEWALS (R&R)	68589		10814		57775	35000	19500		73275	5000	16138		62137	3
322/0	ELECTION	19950				19950				19950				19950	
323/0	TREE MANAGEMENT WORK	965	4000	860		4105	4660			8765	4000	2915		9850	6
324/0	TREE MANAGEMENT WORK	0	3540			3540		3540		0				0	10
327/0	ROFFEY YOUTH CLUB	5621		5000		621				621				621	9
328/0	PLANNING	8035				8035				8035				8035	
329/0	EMR - GRANT FOR LED LIGHTS	0		2076	2076	0				0				0	8
330/0	EMR - MARCH 2023	2546	-21	2525		0				0				0	7
331/0	RMH BOILER	30000	5000			35000	5000			40000				40000	
332/0	PLAYGROUND UPGRADE	50000	25000			75000	25000	62942		37058	5000			42058	
333/0	NHH WASHROOM REFURBISHMENT	0	15000	2462		12538	8000	20538		0				0	5
334/0	EMR - PERIODIC ELECTRIC TESTING- 2023/24	0	2150			2150		2150		0				0	11
335/0	CAPITAL RECEIPT	25000				25000				25000				25000	
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	3	-3			0				0				0	
336/0	MOWBRAY COMMUNITY FACILITY	0				0				0	5000			5000	
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2021	0				0				0				0	
339/0	COMMUNITY INFRASTRUCTURE LEVY 2021/2022	1835		795		1040		555		485		485		0	4
340/0	COMMUNITY INFRASTRUCTURE LEVY 2022/2023	11805				11805				11805		515		11290	5
341/0	EMR - LIGHT FITTINGS - NHH - 2023/24	0	155			155		155		0				0	13
342/0	EMR - NHH HEATING	0				0	5000	3768		1232	5000			6232	15
343/0	EMR - RMH LIFT	0				0	5000			5000	5000			10000	12
		504913	0	570913	631270	565270	40	701417	655180	519073	0	339321	528554	708306	

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2025/26

Period from 1st April 2025 to 31st March 2026

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 8th SEPTEMBER 2025 AT 11am**

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

Cllrs. Torn, Turner and Wilton were in attendance.

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

1. Election of Chairman

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

2. Apologies.

No apologies for absence were received.

3. Notes.

The notes of the meeting held on 9th June 2025 were presented to the Finance and Administration Committee at the meeting on 14th August 2025 (Min. FA/20/25 refers).

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 Finance and Administration Committee meeting held 14th August 2025, the focus for the review was to be point (iii) of the Action Plan, namely 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, and that the budget is reviewed against the actual figures.

The elements of the Parish Council website that fall within the remit of the Transparency Code were reviewed as follows :

- Expenditure Exceeding £500 - it was also noted that NHPC publishes all payments made, not just those in excess of £500 and these are published monthly rather than the quarterly as required by the Code.
- Procurement Information
- Local Authority Land
- Grants
- Organisational Chart - it was noted that the caretakers need to be updated to reflect the change of staffing at Roffey Millennium Hall that was effective June 2025.

- Senior Salaries
- Constitution including Standing Orders, Financial Regulations & Code of Conduct
- Pay Multiple

It was also **NOTED** that NHPC does not have involvement with the following areas and therefore no information is published :

- Government Procurement Card Transactions
- Social Housing Assets
- Trade Union Facility Time
- Parking Account
- Parking Spaces
- Fraud Investigation

It was **AGREED** that all the requirements of the Transparency Code were being met and were up to date.

Whilst not part of the Transparency Code, the publication on the NHPC website of the following were also all **NOTED**:

- Annual Return
- Budgets
- Business Plan
- External Audit Certificate
- Notice of Conclusion of Audit
- Notice of Rights & Publication of Annual Return
- Risk Management Scheme

In respect of the management of risk, the Working Group then noted the Reserves summary was routinely circulated to every meeting of the Finance and Administration Committee.

5. It was **NOTED** that the date of the next Meeting would be 17th November and it was agreed that the focus for the next Internal Control Working Party meeting would be part iv of the existing plan namely, identifying the duties of officers and segregation of duties; raising of sales invoices.

There being no further business the meeting was closed at 11.21am.



NORTH HORSHAM PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK ASSESSMENT

Risk Management Scheme 2025

All Councils have a duty to assess and manage risks associated with finance, security, property, legal compliance, IT and the Council's reputation and must demonstrate what steps have been taken to mitigate risks to reduce them as much as possible.

This document is designed to give guidance in carrying out the Parish Council's responsibilities with respect to Financial and Management risks to comply with guidance given in the Joint Panel on Accountability and Governance Practitioners' Guide March 2022. It is part of a suite of documents that form North Horsham Parish Council's Risk Management Scheme and that aim to fulfil the Council's statutory duties.

Carrying out risk assessments gives a platform to take an organised look at risks from a Financial and Management perspective within the Parish Council's work activities and workplace using a standard management system explained on page 2 of the Risk Management Scheme. It will allow the Council to determine whether existing controls are adequate and to recognise where further preventative measures are required in order to achieve a tolerable level of risk.

The risk assessment will record the risk, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing controls designed to mitigate risk to the Council associated with financial or reputational consequences. The risk assessment will also provide guidance for any necessary improvements to the identified controls. A list of all improvements required will be found in Annex 6 of the Risk Management Scheme.

This document should be regularly reviewed and used, not as an exhaustive solution to risk assessment but to provide assistance in fulfilling the Council's responsibilities and with the production of the Council's existing safety provisions.

The Responsible Financial Officer and Proper Officer of North Horsham Parish Council is Sarah Norman.

This document was reviewed in October 2025 and will be revisited by December 2026 by the latest.

FINANCIAL AND MANAGEMENT RISK ASSESSMENT						
Risk	Likelihood	Impact	Overall risk	People at Risk	Existing Controls	Actions
Opportunity for public participation at meetings	Low	Low	Low	Councillors, staff, public	The Council must comply with the Legislation that states that the public should have the opportunity to attend meetings.	
Annual Meeting of the electors	Low	Low	Low	Councillors, staff, public	2025 APM held	
Loss of income from hall closure during another pandemic	High	High	High	Council, residents, staff	The Parish Council get a Finance Report at every meeting so that they can see what impact any loss of income is having and they have an opportunity to discuss measures that can be put in place if deemed necessary.	To review reserves and any necessary replenishment of the General Reserves, as party of the 2026/27 Budget Process
Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision.	Unlikely	Moderate	Low	Council Residents Staff	<p>The Financial Regulations and Standing Orders have been reviewed in July 2025.</p> <p>Key policies are up to date and have a published review date. Policies are published on the Parish Council website and staff sign to say that they have read hard copies that are circulated. Other policies are implemented as required.</p> <p>North Horsham Parish Council (NHPC) is a member of WSALC and is routinely updated on changes in legislation. The Council proactively seeks training.</p>	

Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision (cont.)					<p>An Internal Audit is carried out annually in two parts; interim and final audit. The Internal Auditor checks to ensure that new legislation has been acted on.</p> <p>The Clerk and Deputy Clerk hold the Certificate in Local Council Administration (CiLCA) and the Clerk is a member of the Society of Local Council Clerks (SLCC) who regularly update on legislation.</p> <p>An active Internal Controls working party undertake a programme of checks that are reported to the Finance and Administration (F&A) Committee.</p> <p>Referencing to appropriate regulations/ legislation on agenda items and minutes is encouraged.</p> <p>NHPC adopted the General Power of Competence (GPC) following the 2019 elections and reaffirmed this decision following the 2023 Elections. This means that the Council doesn't have to rely on statutory powers to undertake projects. To gain GPC the Council needs two thirds of the Council to be elected, a CiLCA qualified Clerk and a resolution to adopt the Power.</p> <p>Should any of those criteria change, the Council could lose GPC. Under those circumstances, existing projects can continue, but new projects would need statutory powers.</p>	

Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision (cont.)					<p>New Councillors are given a brief induction by the Clerk but further training is recommended.</p> <p>Compliance with Her Majesty's Revenue and Customs (HMRC) Notices and Regulations- Changes to HMRC practices are advised direct or through WSALC, SLCC or the Internal Auditor. VAT is submitted electronically to HMRC as part of the Parish Council's financial package. The risk is transferred to contractors for salary payments.</p> <p>Measures have been taken to ensure that the Parish Council's website is compliant with accessibility legislation and an appropriate policy has been adopted.</p>	
Poor control of Financial Management resulting in fraud/ or corruption.	Unlikely	Moderate	Low	Council Residents Staff	<p>Proper book keeping The Council's financial affairs are overseen by the Finance and Administration Committee, supported by an Internal Controls Working Party.</p> <p>The Council's accounts are maintained by a computerised system. There is segregation of duties for the purchase ledger, sales ledger, credit control and maintaining records. There is increasing overlap in knowledge of how each staff member undertakes their role. In addition there is support from RBS which would enable work to continue should a staff member have long term absence.</p> <p>Quotations are obtained in line with Financial Regulations.</p>	

					Checks are made monthly to ensure that the Trial Balance and Nominal Ledger agree and that there are no differences between these and the cash book; sales and purchase ledgers; and VAT records. Any discrepancy is investigated and rectified.	
Poor control of Financial Management resulting in fraud/ or corruption (cont).					<p>All payments are approved at either the full Council or by the Finance and Administration Committee. The expenditure lists forms part of the Minutes.</p> <p>All expenditure is authorised by two Councillors. Councillors check the invoice amount against the list of payments issued from the internet banking system and sign each one as a record that they have checked it. Three councillors who are bank signatories receive scanned copies of the invoices and bank listing and their authorisations are printed and attached to the payment listings.</p> <p>A list of Direct debits and accompanying invoices is sent for authorisation.</p> <p>There are limited but sufficient bank signatories and bank mandates are regularly reviewed. Internet banking is operated by two staff members, one who inputs the transactions and one who releases payment after authorisation.</p> <p>The Internal Auditor visits twice a year and undertakes a two part audit and tests the procedures and methods that are in place. Any concerns are included in his report which is taken to full Council. The interim Internal Audit</p>	

					for 2025/26 is to be completed in November 2025.	
					Fidelity Guarantee insurance is in place and monitored by the Council.	
Poor control of Financial Management resulting in fraud/ corruption (cont.)					<p>An up to date asset register is in place and a system is in place to manage replacement of assets by determining life span, stage in the life cycle and replacement cost.</p> <p>Banking Customers are encouraged to pay by bank transfer.</p> <p>Cheques are banked as soon as possible via the local Post Office. Photocopies of the cheques are made before they are paid in.</p> <p>Cash payments are not accepted.</p> <p>The photocopying service has been cancelled.</p> <p>Bank reconciliations to the bank statement are undertaken monthly, signed by the Chairman of Finance and reported at an appropriate meeting.</p> <p>Sufficient money is kept in current account as there is a sweep system transferring money to and from the current account to and from the business account to keep a level of around £5,000 in the current account at the end of each day.</p> <p>Any transactions requiring funds in excess of £5,000 during any working day require a manual transfer of funds.</p>	

					No overdraft facility.	
Poor control of Financial Management resulting in fraud/ corruption (cont.)					<p>Budgeting Budget monitoring documents are produced monthly so that the Council can understand how income and expenditure is performing against budget. There is a timetable for setting the budget which forms part of an annual plan agreed by the Finance and Administration Committee.</p> <p>VAT VAT returns are submitted electronically on a quarterly basis and the Finance and Administration Committee monitor the de minimus level throughout the year. Guidance is taken from HMRC and the Internal Auditor as appropriate.</p> <p>Investment The Council has a Treasury Management Policy Different forms of investment are explored, in line with MHCLG guidance to protect capital sums, through the Finance and Administration Committee.</p> <p>Interest payments have significantly increased through deposits with CCLA.</p> <p>Complying with restrictions on borrowing. The Parish Council currently has previously held a Public Works Loan Board loan taken out in 2000 with the final payment due paid in September 2025. Payments are made twice a year by Direct Debit.</p>	

					If borrowing becomes an option that the Parish Council wants to take, advice is available from WSALC and the Internal Auditor.	
Risk of loss of income or need to provide essential services following critical damage, loss or non-performance by a third party	Unlikely	Moderate	Low	Staff Council	Business Interruption insurance in place. A Business Continuity Plan and strategy has been developed. Insurance doesn't cover Covid 19. The policy is reviewed by the Finance and Administration Committee.	
Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public	Possible	Moderate	Medium	Staff, Hirers, children, elderly	£10 million public liability cover held. Contractors provide evidence of appropriate insurance cover and a risk assessment if appropriate. Policy and Conditions of Hire are regularly reviewed to try to mitigate risk. Hirers are asked to provide evidence of insurance where appropriate. There are fire alarms and intruder alarms in all buildings. Fire risk assessments are undertaken and reviewed annually and any issues actioned. Fire drills are undertaken at all buildings on an annual basis. Where necessary individual fire evacuation plans are requested. Health & Safety Risk assessments are undertaken annually and any issues actioned. Equipment that may need attention is either removed or taken out of action.	

					<p>The Property Committee make decisions relating to the community venues and multi courts. There is a clear reporting system of work required and work undertaken. The Deputy Clerk maintains comprehensive maintenance schedules and calendars of work.</p> <p>Financial reporting on financial performance is undertaken every month.</p>	
Trading units - allotments lack of effective management leading to financial loss	Unlikely	Moderate	Medium	Council residents	<p>There are records of allotments holders and a waiting list. Allotments are offered to the person who has risen to the top of the waiting list. A recorded inspection of the allotments is undertaken monthly during the growing season and bi monthly during the winter. If communal pathways are not maintained, rules are contravened or there are other issues that may cause a nuisance to others, the plot holder is notified, and they are given the opportunity to rectify it.</p> <p>A review of Rental agreements and site rules is undertaken once every two years. A review of rents is undertaken annually.</p> <p>An allotment report is given to the Property Committee annually.</p> <p>The Parish Council holds a lease with West Sussex County Council for Harwood Road allotments. The lease is usually for five years, and the latest one was taken out in 2024. The site is administered by the Harwood Road Allotment Association (HRAA).</p>	

					<p>The trees are the responsibility of WSCC, but they are inspected visually by NHPC periodically.</p> <p>The HRAA has agreed to maintain the perimeter fence.</p> <p>There is an opening from Leechpool School to the allotments which should be kept locked and secure at all times. The school is aware of the situation.</p>	
Legal liability as a consequence of asset ownership (public liability)	Unlikely	Moderate	Low	Public, staff Council	<p>NHPC holds land registry documents for the land it owns and has a comprehensive asset register. Property is valued every five years for insurance purposes.</p> <p>Land and property is inspected regularly and there are annual risk assessments. Any issue that is found is actioned.</p> <p>There is £10 million public liability cover.</p>	
<p>Devolution</p> <p>There is potential under the Localism Act 2011 to introduce capping to the precept level through a referendum system that currently is in place for principal authorities. Whilst it does not apply to Parish Councils at the moment legislation could be brought in the future.</p> <p>As Principal Authorities experience cuts in funding and corresponding cuts in</p>	Likely	Moderate	Low	Council, residents	<p>The Parish Council exercises tight control on its finances through Financial Regulations, policies, budgeting, budget monitoring and internal controls. There is a comprehensive system of inspection of assets and a process for setting aside reserves that cover depreciation of assets has been introduced.</p> <p>There are opportunities to take responsibility for local assets but this would be subject to a business case being put to the Council for agreement.</p>	

service, it is likely that pressure will be exerted on local communities to make up the difference.					<p>Close reviews of finance on at least a bi-monthly basis alerts the Council to any issues that may arise.</p> <p>The Parish Council explores ways to work in partnership to safeguard services for the community, whilst having minimal impact on the precept.</p>	
General Reserve - recommended between 3 to 6 months net expenditure.	Possible	Moderate	Medium	Staff Residents Council	<p>The Parish Council monitors its General Reserve on a regular basis and specifically during the budget setting process. At the end of the 2024/25 Financial Year the reserves were considered adequate by the Internal Auditor at circa £250,000 £280,000 before Earmarked Reserves in the budget had been allocated.</p> <p>Following any unexpected event where the general reserve has been reduced, NHPC should try to increase the general reserves as carefully as possible.</p>	
GDPR - leak of sensitive information.	Possible	High	Medium	Staff. Councillors/ Council	<p>A GDPR Audit was undertaken in 2018 and any areas of concern were addressed. This was reported to the F&A Committee.</p> <p><i>In light of changes to Assertion 10 of the AGAR in 2025/26 Council has agreed to engage the services of Breakthrough Communications to assist the Council with a review of its data retention and policies/procedures.</i></p> <p>Those working from home are aware of the need for maintaining safe systems for personal data.</p>	

					<p>Should there be a leak of sensitive information there could be a high financial cost to the Council as it may require investigation of large numbers of records.</p> <p>All staff and some Councillors have undertaken training. Councillors are made aware of confidential issues. Personal information is redacted before documents are circulated.</p>	
<p>Proper document control. Loss of important records Hard copies Electronic copies</p>	Possible	Moderate	Moderate	<p>Council, Residents, Staff</p>	<p>The Parish Council has adopted a standard document control Policy taken from NALC. Staff are aware of it and have signed to say that they have read it.</p> <p>Records are kept electronically where possible. These records are backed up regularly off site. Support is available to restore electronic records. Hard copies of documents are stored according to the Document Control policy and shredded when disposal is necessary.</p> <p>Where information is not available new information is being gathered.</p> <p>Confidential records are kept in a locked cupboard</p>	
<p>Communication Residents must have the opportunity to speak at Parish Council Meetings, make comments to the Parish Council and inspect the annual accounts. The Council must be open and transparent.</p>	Moderate	Moderate	Moderate	<p>Residents Council</p>	<p>A timetable of key financial events has been adopted by the Parish Council. Compliance with Electors rights as indicated by the external auditors is acted on. Accounts will be available from late August to October each year Notices relating to meetings are displayed on 9 notice boards and on the Parish Council website. Minutes of meetings are placed in the</p>	.

Communication Residents must have the opportunity to speak at Parish Council Meetings, make comments to the Parish Council and inspect the annual accounts. The Council must be open and transparent (cont.)					public domain giving full access to electors. The Parish Council has a published complaints procedure. Members of the public can email staff and there is an answerphone for messages. Staff have access to mobile phones. Members of the public can join meetings	
Response to consultations not undertaken	Unlikely	Negligible	Low	Residents Council	Working closely with Horsham District Council (HDC), West Sussex County Council, WSALC and SLCC ensures that consultations are flagged up. The Council are given the opportunity to comment. The Parish Council consults with the community to ascertain views on key issues.	
Register of Members Interests not undertaken or kept up to date	Unlikely	Moderate	Medium	Councillor Council	New Councillors are reminded to complete their declarations of interest within 28 days of taking office. Declarations of interest are notified to Horsham District Council and a copy kept in the Parish Office. Members Interests are displayed on the Parish Council website. Members are reminded periodically to keep details up to date. It is the responsibility of the Member to update their Register of Interests.	To attend any training offered on the Code of Conduct
Code of Conduct - not being up to date	Unlikely	Negligible	Low	Council	The Parish Council's Code of Conduct is based on the document adopted by HDC. There are scheduled bi-annual reviews of the document to ensure that it remains up to date and fit for purpose. HDC notify any changes they make to their Code of Conduct to the Parish Council.	

Code of Conduct - not being up to date (cont.)					There is a regular slot on the agenda for Councillors to declare their interests. Members can gain advice from the Monitoring Officer at HDC if they have any concerns regarding their interests. Officers check with the Monitoring Officer at HDC if there is any concern that may need further guidance.	
North Horsham Friendship Club - lack of sustainability	Unlikely	Moderate	Low	Residents Council	Funded by a grant from the Parish Council and subscriptions. Supported by a staff member.	
STAFF						
Staff Contracts - out of date	Unlikely	Negligible	Low	Staff Council	There are annual staff appraisals and review of contracts.	
Staff performances not monitored or reviewed.	Unlikely	Moderate	Medium	Staff Council	Appraisals are carried out annually. Regular meetings are held with line managers. Two way dialogue is encouraged so that issues can be dealt with promptly and efficiently.	
Loss of key personnel.	Possible	High falling to Moderate	Medium	Staff Council	Depending on the circumstances, the initial impact could be high. Whilst staff are able to provide short term cover for illness and holidays, there would not be sufficient capacity to provide anything more than temporary cover. Providing more staff has a financial impact. The best way to mitigate the risk is to keep good relationships with the staff and to encourage them to discuss long term plans if they affect their work positions. There are guidelines of what to do should there be unexpected loss of personnel, the main being recruitment as quickly as possible.	

Employment law - contravention	Possible	Moderate	Medium	Staff Council	NALC model contracts are used and advice sought from WSALC, HR consultants and/or ACAS before any issue is addressed.	
Child protection - contravention	Unlikely	Negligible	Low	Residents, Council	Staff do not come into contact with young people alone.	
COUNCILLORS Acting outside of their role.	Possible	High	High	Councillors/ Council/ staff	Councillors have a wealth of information to help them understand their role including the Good Councillor Guide, information on the Parish Council website, access to NALC and SALC and to training courses.	Councillor training is encouraged.



NORTH HORSHAM PARISH COUNCIL

PENSIONS POLICY

1. POLICY

- 1.1 Office staff at North Horsham Parish Council who are eligible jobholders are automatically enrolled in the Local Government Pension Scheme (LGPS) which is administered by Hampshire County Council (HCC) from the start of their employment.
- 1.2 Caretakers employed after 10th January 2019 who are eligible jobholders will automatically be enrolled in the People's Partnership Scheme from the start of their employment.
- 1.3 The Parish Council has agreed to match employee's contributions to the People's Pension up to a maximum of 7% of their pensionable pay.
- 1.3 All employees will be given details of the relevant pension schemes and guidance by the Pensions Regulator will be followed. Employees are entitled to opt out of the scheme should they wish to.
- 1.4 The employer has to re-enrol eligible employees into the LGPS scheme every three years and employees who have previously opted out will need to opt out again. Details are provided by HCC.
- 1.5 The employer has to re-enrol eligible employees into the People's Partnership scheme every three years and employees who have previously opted out will need to opt out again. Details are provided by People's Partnership.
- 1.6 Whilst payments are made into an employee's pension fund, it is their responsibility to review their pension arrangements from time to time and to make sure that they have suitable provision for their retirement.
- 1.6 Any changes to North Horsham Parish Council's Pension Policy will be notified to the LGPS Scheme Administrator (HCC) and The People's Partnership and all Scheme members within one month of those changes occurring.

2. REVIEW OF THE POLICY

- 2.1 Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years. The next review will be in October 2027.



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy was reviewed by the Finance and Administration Committee in December 2019 and adopted by the Parish Council in January 2020, reviewed in November 2021, 2023 and 2025, and is due to be reviewed again in November 2027, subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- ‘Upward Funders’ – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national ‘umbrella’ or ‘parent’ organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council’s Application Form.
- Must be signed with a ‘hard’ signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk
Roffey Millennium Hall,
Crawley Road,
Horsham,
West Sussex, RH12 4DT

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk