

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 8th JANUARY 2026 AT 7.30pm**

**CLERK'S REPORT
To be read in conjunction with the Agenda**

1. Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence

Apologies and reasons for absence to be given to the Clerk. If Members agree the reason for the absence, the apologies may be approved thereby resetting the 6-month clock for attendance.

Decision: To receive apologies for absence and approve if required

3. Declarations of Interest

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

6. Decisions made by delegated power since 6th November 2025 for ratification.

There have been no delegated decisions.

8. Reports from Representatives on Outside Bodies

Members will be invited to give reports from any meetings of organisations or outside bodies for which they are the appointed representatives.

Decision: To note information from representatives on outside bodies

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

The link Councillor will be invited to report to the Council.

Decision: To receive and note the update

11. Chairman's Announcements

The following announcements are for information only. Should Members wish to discuss any of the issues referred to, this must be via a request to the Chairman of the Council for inclusion on a future Agenda

11.1 HDC confirmed on 5th December that no election had been requested following the departure of Alan Britten from the Council and advised that seat may be filled by Co-option.

Decision: To note any Chairman's announcements

12. Financial Matters

Finance Report to show income and expenditure to 30th November 2025

Funding at 30th November 2025

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
CIL Funding	90
Total	415,306

Income to 30th November 2025

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th Nov*
Admin	16,134	20,000	13,333
Allotments**	1,111	1000	1,000
North Heath Hall	54,522	73,000	48,667
Holbrook Tythe Barn	28,308	46,000	30,667
Multi Court Lettings	16,600	28,000	18,667
Roffey Millennium Hall	51,259	78,000	52,000
Total	167,934	246,000	164,333

Expenditure to 30th November 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th Nov*
Admin	36,938	59,810	39,873
Grants	4,394	10,000	6,667
Burial***	5,596	7,900	5,267
Personnel	246,916	390,150	260,100
Allotments	1070	1,940	1,293
Amenity, Recs and Open Spaces	44,963	68,100	45,400
North Heath Hall	19,893	35,980	23,987
Holbrook Tythe Barn	13,852	25,880	17,253
Roffey Millennium Hall	31,547	51,270	34,180
Total	405,169	651,030	434,020

* Total cost centre budget for 2025/26 divided by 8/12th.

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

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

A detailed Income and Expenditure as at 30th November 2025 together with Payment and Transfer Lists for October 2025 (£203,236.18) and November 2025 (£63,965.63) - also published on the Parish Council website - are attached as **Appendix 1, 1a & 1b**.

Income

Overall, the anticipated income is less than 1% under budget. The income from the halls is approx. 0.5% below the anticipated level at the end of month 8, a reduction of the 2.5% below budget at the end of month 7.

Expenditure

There has been a slight increase in the underspend which is 6.6% at the end of the month, compared to approx. 5% lower than anticipated at the end of month 7.

Reserves

As at 30th November 2025 remaining funds, including the full year precept payment received, together with General Reserves, stood at £418,785 .

In addition, there continues to be Earmarked Reserves of £237,341 a reduction of £4,194 from the end of month 7, due to the balance 50% for the car park works at Holbrook Tythe Barn of £1,950 from the R&R EMR, replacement blinds and curtains at North Heath Hall of £1,049 from R&R EMR and £1,285 for plumbing works at Holbrook Tythe Barn from R&R EMR, all offset by income of £90 from CIL Funding.

Summary

Both income and expenditure are broadly in line with the anticipated levels at the end of month 8, and it is hoped that the income situation will continue to improve over the winter months.

Decisions:

12.1 To note the Financial Report to 30th November 2025

12.2 To agree the Payment and Transfer lists for October and November 2025

13. Forecast for Year Ending 31st March 2026, Budget and Precept requirement for Year Ending 31st March 2027

Restrictions on voting under Section 106 of the Local Government Finance Act 1992

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

Members are asked to receive and agree the following recommendations from the Finance and Administration Committee held 4th December 2025 (Min. FA/46/25 refers) - the supporting papers for which are attached as **Appendix 2** :-

- i. Recommended Forecast for year ending 31st March 2026
- ii. Recommended Budget for year ending 31st March 2027
- iii. Recommended Precept requirement of £416,789 for the year ending 31st March 2027 equivalent to a Band D property charge of £45.74 per annum - an increase of £1.01 per annum or £0.08 per month, 2.3% on the 2025/26 per house charge.

Decisions:

13.1 To resolve to agree the Forecast for year ending 31st March 2026

13.2 To resolve to agree the Budget for year ending 31st March 2027

13.3 To resolve to agree the Precept requirement for the year ending 31st March 2027

14. Annual Parish Meeting

Members are asked to consider and agree the format for the 2026 Annual Parish Meeting including any invited guest speakers. Members should be mindful when considering speakers that the meeting could fall within a Purdah period for any Elections that may take place in May and therefore involvement by any local authority speakers may be limited.

Decisions: To consider the format, location and any invited speakers for the Annual Parish Meeting on Monday 27th April 2026

15. Calendar of Meetings 2026 to 2027

Members are asked to note the draft Calendar of Meetings, attached as **Appendix 3** and if acceptable, resolve to approve. As Members will see, some flexibility of dates is required in April/May 2027 due to the timing of local elections which is currently unconfirmed.

Decision : To resolve to approve the calendar of meetings for the year May 2026 to May 2027

16. Review of Festive Lighting

The installation of 20 trees and string lighting on RMH and surrounding business premises, was carried out in late October/early November with the lights all switched-on, on Wednesday 26th November.

Once again, the reception to the installation has been very positive. The proposed 2026/27 budget includes an allowance for trees to also be installed on North Heath Hall and Holbrook Tythe Barn and Members are therefore asked to agree that the scheme be extended to these buildings for Christmas 2026.

Decision: To agree any changes to the Festive Lighting in 2026

17. Asset Transfer Working Group

The Meeting of the Working Group has not yet taken place and therefore there are no recommendations to consider.

However, Cllrs. Searle and Wilton, along with the Clerk have attended meetings organised by Henfield Parish Council with other Parish Councils whose area included the HDC "rural" car parks, and the Members will report to the Council on these discussions. Members need to consider if they are happy for the discussions regarding future ownership to extend to include HDC on the viability of parishes taking over the car parks, by way of a joint or individual expression of interest to HDC.

Decision: To agree further action

18. CIL Working Party

Members are asked to receive the Notes from the meeting held on 10th December, attached as **Appendix 4** and approve the single recommendation namely funding for the purchase and installation of 2 x 4 cycle racks at the front of Roffey Millennium Hall.

Whilst the Working Party makes recommendations to Council on any CIL expenditure, the Working Party would welcome from all members of the Council, any suggestions on future projects.

Decisions: To consider and approve if acceptable, any recommendations from the CIL Working Party held 10th December 2025

19. Use of Parish Council Facilities for Elections

The Council is asked to note that HDC have requested the use of all three NHPC buildings to house the Polling Stations for the 2026 Mayoral (and WSCC if necessary) elections. Whilst it has been reported that the Mayoral elections will now not take place until 2028, as confirmation of the cancellation by HDC of the hire is yet to be received, this matter is still being referred to Council for noting.

Historically, the Council has been able to charge the District Council the usual hire rates from 6.15am to 10.30pm. However, last year the Parish Council was advised that HDC would only be permitted to pay fees equivalent to the cost of light and heating and that HDC could in fact requisition the buildings with no charge.

The Clerk queried this with HDC with extracts as follows :-

The legislation that covers this - as I understand it - is the Representation of the People Act 1983 which states "The returning officer may use, free of charge, for the purposes of taking the poll a room the expense of maintaining which is payable out of any rate".

I note the guidance that you have copied below, but firstly there is the question as to whether the Parish Precept is treated as "Rates" - which we all now have gone through several identities since this was written such as Poll Tax and now Council Tax. Furthermore, our buildings are not "public buildings" - no member of the public has the right or ability to come into the buildings unless they have a booking and have paid for the right to be here.

Secondly, our buildings are not maintained by the Parish precept. The full cost of maintaining them is met through the income paid by our hirers. You can see from our published accounts that this is the case. Therefore, NHPC loses money by accommodating the elections - we already have bookings in for the date in May which I have had to cancel and therefore will lose the income from them whilst still incurring utility costs for the entire day; our income reduces together with higher costs for running the building all day and ultimately the Council has to pass that back onto the residents through the Precept.

During the last year this has also come up in conversation with another Parish whose building you use for a polling station and they are charging the full amount, more than I am suggesting as we are giving our lowest "charity" rate to ensure we only cover the utility costs for the day and loss of income from hirers. I can only assume we are treated differently because they have their building wrapped up in a Trust whereas NHPC has not gone down this route.

If you do want to continue with the £100 per building I'm going to have to refer it to the Council as this clearly sets a precedent, which as we are now moving to the Unitary, needs to be explicitly set out to the Council.

I appreciate this is complicating the issue but the Parish's finances have to be carefully considered as all costs are increasing by more than inflation - particularly our utilities which have massively gone up. It may be that to protect the Parish's buildings from being treated as public buildings they will need to look at setting up a Trust to govern them but that will be for them to decide based upon legal advice.

A subsequent response was received from Democratic Services at HDC as follows :-

The Government advisor has come back to me and advised that it's different for next year's elections:

The legislation for mayoral elections is quite clear in terms of the use of publicly funded venues. This is covered in the CA Mayoral Elections Order 2017

The Combined Authorities (Mayoral Elections) Order 2017

*The legislations specifically states that an RO may use, free of charge, for the purpose of taking the poll or counting the votes – a room the expense of maintaining which is met by **any local authority**.*

The source of the funding is irrelevant as long as the venues are maintained by a local authority (whether via the precept or other revenue they generate).

As such, we will only be able to pay the heating and light costs. I do understand this isn't ideal, but appreciate your cooperation with this.

Members are therefore asked to Note that only £100 per building will be charged for the 2026 elections with discussions ongoing regarding future elections including the Unitary elections.

Decision : To note the costs allowed by HDC for the hire of Parish Council venues for Polling Stations

20. North of Horsham Parish Liaison Group

A Meeting of the Liaison Group was held on 26th November and the Notes circulated to all Members on 12th December 2025.

As members will have read, there is a request for a short-term health facility to be housed at the Community Building until the completion of the new facility in 2029. However, this would require slight alterations to the building and therefore a meeting of the Community Building Working Group, with L&G and HDC also in attendance, will need to be arranged to ascertain if this is feasible.

Members are asked to agree to delegate any decision regarding the accommodation of rooms by the local health provider to the Clerk, in liaison with the Working Group, with any decisions ratified at the next Full Council meeting.

Decision : To receive the Notes of the meeting held 26th November 2025 and agree to delegate any decisions regarding the use of the Community Building to the Parish Clerk in liaison with the Working Group

21. Policies

Copies of the recommended policies in 21.1 to 21.3 are attached as **Appendix 5, 5a** and **5b**. All other documents are available as part of the report to the Committee Meetings at which they were considered.

21.1 Statement of Intent as to Community Engagement

21.2 Safeguarding Policy

21.3 Website Accessibility Policy (It may be necessary to review this once again in the coming months when the data audit is completed in time for the new Assertion 10 of the AGAR)

21.4 To approve the recommendations of the Planning, Environment and Transport Committee Meeting 18th December 2025 (Min. PET/88/25):

21.4.1 To adopt the reviewed Dog Bin Policy

21.5 To approve the recommendations of the Finance and Administration Committee Meeting 4th December 2025 (Min. FA/48/25):

21.5.1 To adopt the Employer's Discretion Policy

22. Correspondence

See **Appendix 6**, with the second list circulated separately at the meeting.

Decision: To receive correspondence lists from 6th November 2025 to 7th January 2026

09/12/2025

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Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1008 Miscellaneous Income	5,025	25	0	(25)			0.0%	
1011 S106 Funding Smart TVs (RMH)	2,805	0	0	0			0.0%	
1175 CIL Payment	0	90	0	(90)			0.0%	90
1176 Precept	380,247	401,537	401,537	0			100.0%	
1196 Interest Received	28,824	16,006	20,000	3,994			80.0%	
Administration :- Income	416,901	417,658	421,537	3,879			99.1%	90
4007 Councillors Training	90	45	1,000	955		955	4.5%	
4008 Councillors Expenses	6,339	4,669	7,000	2,331		2,331	66.7%	
4021 Telephone/Fax/Internet	2,827	1,869	3,400	1,531		1,531	55.0%	
4022 Postage	691	426	840	414		414	50.7%	
4023 Stationery and Printing	733	431	1,600	1,169		1,169	26.9%	
4024 Subscriptions	3,210	3,456	3,400	(56)		(56)	101.6%	
4025 Insurance	15,296	7,055	15,500	8,445		8,445	45.5%	
4028 IT Costs	3,547	2,869	3,600	731		731	79.7%	
4029 Website Maintenance	264	164	200	36		36	82.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	892	588	920	332		332	63.9%	
4038 Office Equipment Maint.	517	258	950	692		692	27.2%	
4051 Bank Charges	78	114	350	236		236	32.5%	
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	2,685	2,500	(185)		(185)	107.4%	
4059 Internal Audit Fees	399	130	450	320		320	28.8%	
4100 Chairman's Allowance	0	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	460	338	700	362		362	48.3%	
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	36,938	59,810	22,872	0	22,872	61.8%	0
Net Income over Expenditure	338,803	380,720	361,727	(18,993)				
6001 less Transfer to EMR	0	90	0	(90)				
Movement to/(from) Gen Reserve	338,803	380,630	361,727	(18,903)				
<u>103 Grants</u>								
4155 Other Grants and Donations	7,711	4,394	10,000	5,606		5,606	43.9%	
Grants :- Indirect Expenditure	7,711	4,394	10,000	5,606	0	5,606	43.9%	0
Net Expenditure	(7,711)	(4,394)	(10,000)	(5,606)				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	5,596	7,900	2,304		2,304	70.8%	
Burial :- Indirect Expenditure	7,461	5,596	7,900	2,304	0	2,304	70.8%	0
Net Expenditure	(7,461)	(5,596)	(7,900)	(2,304)				
<u>106 Personnel</u>								
1178 Training Income	0	103	0	(103)			0.0%	
Personnel :- Income	0	103	0	(103)				0
4001 Salaries/NI/Pensions	346,734	241,530	382,000	140,470		140,470	63.2%	
4003 Payroll Admin Charge	1,363	735	1,400	665		665	52.5%	
4009 Staff Expenses/Mileage	3,368	2,501	4,500	1,999		1,999	55.6%	
4010 Staff Training	650	1,794	1,600	(194)		(194)	112.1%	
4030 Recruitment Advertising	88	216	250	34		34	86.4%	
4067 Protective Clothing	64	140	400	260		260	34.9%	
Personnel :- Indirect Expenditure	352,267	246,916	390,150	143,234	0	143,234	63.3%	0
Net Income over Expenditure	(352,267)	(246,814)	(390,150)	(143,336)				
<u>301 Allotments</u>								
1050 Allotment Rents	1,108	1,111	1,000	(111)			111.1%	
Allotments :- Income	1,108	1,111	1,000	(111)			111.1%	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	751	810	59		59	92.7%	
4259 Allotment Maintenance	17	20	420	400		400	4.8%	
Allotments :- Indirect Expenditure	870	1,070	1,940	870	0	870	55.2%	0
Net Income over Expenditure	238	41	(940)	(981)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	12,274	13,679	12,274	(1,405)			111.4%	
Amenity, Recs & Open Sp :- Income	12,274	13,679	12,274	(1,405)			111.4%	0
4019 Window Cleaning	860	674	1,200	526		526	56.2%	
4200 Grass cutting	14,658	16,994	22,400	5,406		5,406	75.9%	
4250 Bus Shelter Repairs	1,945	1,118	2,100	982		982	53.2%	
4251 Play Area & M Crts Maint	3,181	7,157	9,100	1,943	790	1,153	87.3%	
4252 Open Spaces	9,827	4,651	11,600	6,949	220	6,729	42.0%	
4253 Litter Warden/Clearance	610	280	1,100	820		820	25.5%	

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4254 Community Services - Dog Bins	2,299	1,577	2,700	1,123		1,123	58.4%	
4255 Street Lighting - Maint/Supply	2,252	4,385	6,900	2,515		2,515	63.5%	
4258 Multicourts Maintenance	3,188	3,285	5,100	1,815		1,815	64.4%	
4260 Workshop	132	160	500	340		340	32.0%	
4302 Notice Board Maintenance	258	202	900	698		698	22.5%	
4303 Festive Lighting	4,200	4,480	4,500	20		20	99.6%	
Amenity, Recs & Open Sp :- Indirect Expenditure	43,410	44,963	68,100	23,137	1,010	22,127	67.5%	0
Net Income over Expenditure	(31,136)	(31,283)	(55,826)	(24,543)				
6001 less Transfer to EMR	660	0	0	0				
Movement to/(from) Gen Reserve	(31,796)	(31,283)	(55,826)	(24,543)				
<u>401 North Heath Hall</u>								
1000 Hall Lettings	76,339	54,522	73,000	18,478			74.7%	
North Heath Hall :- Income	76,339	54,522	73,000	18,478			74.7%	0
4011 NNDR	6,508	3,907	8,200	4,293		4,293	47.6%	
4012 Water Rates	911	837	1,100	263		263	76.1%	
4014 Electricity	3,790	2,180	3,100	920		920	70.3%	
4015 Gas	4,586	3,016	6,300	3,284		3,284	47.9%	
4016 Caretaking Materials	948	967	1,700	733		733	56.9%	
4017 Refuse Bin Clearance	906	685	1,000	315		315	68.5%	
4018 Sanitary Waste	272	192	290	98		98	66.0%	
4019 Window Cleaning	648	486	820	335		335	59.2%	
4034 Maintenance - Electrical	1,809	420	1,800	1,380		1,380	23.3%	
4035 Maintenance - Elect Eqp Insp	2,036	817	1,100	283		283	74.2%	
4036 Maintenance - General	2,593	1,262	2,700	1,438	690	748	72.3%	
4037 Maintenance - Fire Alarm Syst	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	790	1,100	310		310	71.8%	
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	120	330	210		210	36.4%	
4500 Internal Redecorations	2,000	2,025	2,000	(25)		(25)	101.3%	
North Heath Hall :- Indirect Expenditure	32,154	19,893	35,980	16,087	690	15,397	57.2%	0
Net Income over Expenditure	44,185	34,629	37,020	2,391				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 <u>Holbrook Recreation Centre</u>								
1000 Hall Lettings	42,774	28,308	46,000	17,692			61.5%	
1010 Multi Court Lettings	28,089	16,600	28,000	11,400			59.3%	
Holbrook Recreation Centre :- Income	70,863	44,908	74,000	29,092			60.7%	0
4011 NNDR	3,493	2,329	4,700	2,371		2,371	49.6%	
4012 Water Rates	1,034	1,236	1,600	364		364	77.2%	
4014 Electricity	3,681	2,106	4,200	2,094		2,094	50.1%	
4015 Gas	2,406	754	1,800	1,046		1,046	41.9%	
4016 Caretaking Materials	1,096	694	1,700	1,006		1,006	40.8%	
4017 Refuse Bin Clearance	859	685	980	295		295	69.9%	
4018 Sanitary Waste	354	247	370	123		123	66.7%	
4019 Window Cleaning	284	189	530	341		341	35.6%	
4034 Maintenance - Electrical	0	157	1,300	1,143		1,143	12.1%	
4035 Maintenance - Elect Eqp Insp	616	457	690	233		233	66.2%	
4036 Maintenance - General	1,229	784	2,200	1,416	690	726	67.0%	
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	604	580	(24)		(24)	104.1%	
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	170	330	160		160	51.5%	
4500 Internal Redecorations	320	1,690	1,500	(190)		(190)	112.7%	
Holbrook Recreation Centre :- Indirect Expenditure	18,655	13,852	25,880	12,028	690	11,338	56.2%	0
Net Income over Expenditure	52,208	31,056	48,120	17,064				
403 <u>Roffey Millennium Hall</u>								
1000 Hall Lettings	73,451	48,194	78,000	29,806			61.8%	
1004 Equipment Sale/Sundry Income	1,774	1,007	0	(1,007)			0.0%	
1006 Refreshment Sale Income	2,470	2,058	0	(2,058)			0.0%	
Roffey Millennium Hall :- Income	77,695	51,259	78,000	26,741			65.7%	0
4011 NNDR	7,090	5,155	8,500	3,346		3,346	60.6%	
4012 Water Rates	2,148	2,610	1,800	(810)		(810)	145.0%	
4014 Electricity	9,840	5,834	7,300	1,466		1,466	79.9%	
4015 Gas	7,095	2,666	8,100	5,434		5,434	32.9%	
4016 Caretaking Materials	1,177	2,558	3,900	1,342		1,342	65.6%	
4017 Refuse Bin Clearance	1,982	1,627	2,200	573		573	74.0%	
4018 Sanitary Waste	272	192	290	98		98	66.1%	

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4019 Window Cleaning	790	668	1,200	532		532	55.6%	
4020 Refreshment Sale Cost/Sundries	637	418	510	92		92	81.9%	
4034 Maintenance - Electrical	2,545	403	2,700	2,297		2,297	14.9%	
4035 Maintenance - Elect Eqp Insp	1,027	457	640	183		183	71.4%	
4036 Maintenance - General	4,278	2,042	3,900	1,858	370	1,488	61.9%	
4037 Maintenance - Fire Alarm Syst	607	420	650	230		230	64.6%	
4039 Maint - Intruder Alarm	950	972	1,200	229		229	81.0%	
4040 Maintenance - Elevator	698	1,165	880	(285)		(285)	132.4%	
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	375	700	325		325	53.6%	
4061 Legionella Testing	335	330	550	220		220	59.9%	
4062 Air Conditioning Maintenance	270	270	360	90		90	75.0%	
4063 Maintenance - Plumbing	1,286	693	1,600	907		907	43.3%	
4064 Lightning Conductor Works	195	195	360	165		165	54.2%	
4065 Fire Prevention Sundries	726	0	130	130		130	0.0%	
4066 Keyholder Services	270	120	330	210		210	36.4%	
4500 Internal Redecorations	1,980	2,003	2,000	(3)		(3)	100.1%	
Roffey Millennium Hall :- Indirect Expenditure	47,642	31,547	51,270	19,723	370	19,353	62.3%	0
Net Income over Expenditure	30,053	19,713	26,730	7,018				
901 Earmarked Reserves								
4900 Repairs & Renewals Reserve	113,109	26,286	0	(26,286)		(26,286)	0.0%	26,286
4901 VAT Contingency	0	14,643	0	(14,643)		(14,643)	0.0%	14,625
Earmarked Reserves :- Indirect Expenditure	113,109	40,929	0	(40,929)	0	(40,929)		40,911
Net Expenditure	(113,109)	(40,929)	0	40,929				
6000 plus Transfer from EMR	113,109	40,929	0	(40,929)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	655,180	583,240	659,811	76,571			88.4%	
Expenditure	701,378	446,097	651,030	204,933	2,760	202,173	68.9%	
Net Income over Expenditure	(46,197)	137,143	8,781	(128,362)				
plus Transfer from EMR	113,109	40,929	0	(40,929)				
less Transfer to EMR	660	90	0	(90)				
Movement to/(from) Gen Reserve	66,252	177,982	8,781	(169,201)				

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North Horsham Parish Council

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Lloyds Bank Accounts

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	CCLA Deposit Account	011025-01	75,000.00		Deposit Trf fm Lloyds to CCLA
01/10/2025	Horsham Publications Ltd	011025-01	88.20		Newsletter - Oct 25
01/10/2025	Horsham District Council	011025-02	225.28		Waste & Dog Bins Collect-Sep25
01/10/2025	Horsham District Council	011025-03	291.00		Business Rates - Oct 25
01/10/2025	Horsham District Council	011025-04	489.00		Business Rates - Oct 25
01/10/2025	Horsham District Council	011025-05	645.00		Business Rates - Oct 25
01/10/2025	Arthur J Gallagher Insurance	011025-06	1,411.07		Insurance Primium - Oct 25
02/10/2025	CCLA Deposit Account	021025-02	75,000.00		Deposit Trf fm Lloyds to CCLA
02/10/2025	British Gas Business	021025-01	12.34		Gas Chgs- 29/08 to 15/09/25
02/10/2025	EDF Energy Ltd	021025-02	17.07		Street Lighting - Aug 25
02/10/2025	British Gas Business	021025-03	324.28		Electr Chgs -14/08 to 13/09/25
06/10/2025	British Gas Business	061025-01	574.14		Gas Chgs- 29/08 to 15/09/25
09/10/2025	Amazon Business	091025-01	153.92		Eye Wash Bath Cup
09/10/2025	BEL Signs	091025-02	30.00		Letter Warden Clothing
09/10/2025	Cain Markings Ltd	091025-03	834.00		Multi Court Maintenance
09/10/2025	City Electrical Factors Ltd	091025-04	95.28		Emergency Lights
09/10/2025	Enterprise Services Group Ltd	091025-05	93.63		Sanitary/ Nappy Bins - Sep 25
09/10/2025	Festive Illuminations Ltd	091025-06	5,376.00		Xmas Decorations
09/10/2025	Grasstex Ltd	091025-07	2,241.33		Grass Cuttings
09/10/2025	Incor Group Management Ltd	091025-08	457.15		Window Cleaning
09/10/2025	D. Lees	091025-09	30.15		Milleage - Sep 25
09/10/2025	Mr Alan Randall	091025-10	70.20		Milleage - Sep 2025
09/10/2025	N. Simmonds,	091025-11	180.00		Repairs @ RMH
09/10/2025	Southern Counties Tea & Coffee	091025-12	127.47		Refreshments- Coffee
09/10/2025	M Stoner,	091025-13	41.40		Milleage - Aug/Sep2025
09/10/2025	Trafalgar Cleaning Equipment L	091025-14	308.33		Floor Machine Repair
09/10/2025	NETCOM	091025-16	495.73		IT Support Charges- Oct 25
09/10/2025	N. Simmonds,	091025-17	165.00		Key Holdrr Srrvices - Oct 25
09/10/2025	T C Maintenance	091025-18	371.54		Shrub Cut/Bin lock/Shelves
09/10/2025	Wigthman & Parrish Ltd	091025-19	761.93		Cleaning Supplies/Warden Socks
16/10/2025	Horsham District Council	161025-01	71.00		Refuse & recycle Collec Oct 25
16/10/2025	Horsham District Council	161025-02	71.00		Refuse & recycle Collec Oct 25
16/10/2025	Horsham District Council	161025-03	193.70		Refuse & recycle Collec Oct 25
17/10/2025	Information Commissioner's Off	171025-01	73.00		Data Protection Fees - 25/26
17/10/2025	British Gas Business	171025-02	809.19		Electr Chgs -01-09 to 30/09/25
20/10/2025	Lloyds Bank - Bank Chgs	DD	11.50		Lloyds Bank - Bank Chgs
21/10/2025	British Gas Business	211025-01	8.91		Gas Chgs- 16/09 to 28/09/25
21/10/2025	British Gas Business	211025-02	277.08		Gas Chgs- 02/09 to 01/10/2025
22/10/2025	British Gas Business	221025-01	285.93		Electr Chgs -01/09 to 30/09/25
24/10/2025	West Sussex County Council	241025-01	29,748.53		Saalries - Sept 2025
27/10/2025	Lloyds Bank - Bank Chgs	BACS	0.15		Lloyds Bank - Bank Chgs
27/10/2025	Amazon Business	271025-01	38.47		Caretakers Supplies
27/10/2025	Enterprise Services Group Ltd	271025-03	93.63		Sanetary & Nappy Bins - Oct 25
27/10/2025	Horsham Locksmiths Ltd	271025-04	114.00		Toilet Doors & Handles
27/10/2025	St John Ambulance	271025-05	712.80		First Aid Course x 3
27/10/2025	Amazon Business	271025-06	33.98		Wheellie Bin Locks
27/10/2025	NETCOM	271025-07	153.00		RBS PC Repairs

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LLOYDS Bank Accounts

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2025	S Eastland Heating and Plumbin	271025-08	201.60		Ladies Tiolet Repairs
27/10/2025	T C Maintenance	271025-09	404.86		HTB - Car park Surface repairs
27/10/2025	West Sussex County Council	271025-10	882.36		Payroll Charges 01/04 to30/09
27/10/2025	Wicksteeds Leisure Ltd	271025-11	753.05		Play Equipt Repairs
27/10/2025	Wigthman & Parrish Ltd	271025-12	7.50		Tea Towels
27/10/2025	Tony Willett	271025-13	40.50		Mileage - Aug 25
27/10/2025	Briererly Groundworks Services	271025-14	2,340.00		50% Deposit Car Parking Works
Total Payments			<u>203,236.18</u>		

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LLOYDS Bank Accounts

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Horsham Publications Ltd	031125-01	88.20		Newsletter - Nov 25
03/11/2025	Horsham District Council	031125-02	225.28		Waste & Dog Bins- Oct 25
03/11/2025	Horsham District Council	031125-03	291.00		Business Rates- Nov 25 - HTB
03/11/2025	Horsham District Council	031125-04	489.00		Business Rates- Nov 25 - NHH
03/11/2025	Horsham District Council	031125-05	645.00		Business Rates- Nov 25 - RMH
03/11/2025	British Gas Business	031125-06	694.27		Electr chgs -16/09 to 13/10/25
03/11/2025	Arthur J Gallagher Insurance	031125-07	1,411.07		Insurance Premium- Nov 25
04/11/2025	British Gas Business	041125-01	547.08		Gas Chgs- 16/09 to 16/10/2025
05/11/2025	Scottish Water Business Stream	051125-01	467.19		Water Chgs-22/07 to 21/10/2025
05/11/2025	Scottish Water Business Stream	051125-02	1,371.22		Water - 22/07 to 21/10/2025
10/11/2025	Plastic Sheets.com	101125-01	588.42		Plastic Sheets & Kick Boards
10/11/2025	Viking Direct	101125-02	146.81		Stationery
10/11/2025	T C Maintenance	101125-03	914.00		Birches Wet Pour Repairs
10/11/2025	M Stoner,	101125-04	46.80		Milleage - Sep & Oct 25
10/11/2025	S Eastland Heating and Plumbin	101125-05	224.40		Supply & Fit Taps
10/11/2025	Streetlights	101125-06	682.22		Street Lights 2nd Half Year
10/11/2025	Servcom Services UK Ltd.,	101125-07	486.47		Boiler Rapairs - HTB
10/11/2025	Pro-Servicing Ltd	101125-08	924.00		Partiotion Wall Services - NHH
10/11/2025	Otis Ltd	101125-09	230.22		Lift Services - RMH
10/11/2025	Amazon Business	101125-10	29.97		Allotment Tap Lock
10/11/2025	Aut O'Mattic Ltd	101125-10A	100.80		Website Hosting
10/11/2025	D. Lees	101125-11	32.40		Milleage - Oct 2025
10/11/2025	The Juno Project	101125-12	975.40		Grant - Juno Project
10/11/2025	R J Jochimsen	101125-13	870.00		Grass Cutting- Earls meadow
10/11/2025	Home Start Crawley, Horsham an	101125-14	1,100.00		Grant - Home start Crawley,Hor
10/11/2025	Grasstex Ltd	101125-15	3,804.97		Grass Cutting & Hedge Trimming
10/11/2025	Central Sussex Citizens Advice	101125-16	500.00		Grant- Citizen Advice
10/11/2025	Amazon Business	101125-17	9.95		Litter Warden Gloves
10/11/2025	Air Conditioning Direct Suppli	101125-18	324.00		Air Condition Service
10/11/2025	Access Tower Services Ltd.,	101125-19	1,206.00		Pasma Training
10/11/2025	Amazon Business	101125-20	13.33		Air Freshner Refill
10/11/2025	Briererly Groundworks Services	101125-21	2,340.00		50%Balance for Car park Repair
10/11/2025	Horsham District Council	101125-22	1,865.18		Buriel Charges - Q2 25/26
10/11/2025	Blinds 2go Limited	101125-23	491.16		Blinds Funded by ERM R&R - NHH
10/11/2025	Mulberry Local Authority Servi	101125-24	320.52		Professional Service - Audit
10/11/2025	NETCOM	101125-25	496.75		IT Support Chgs - Nov 25
10/11/2025	N. Simmonds,	101125-26	165.00		Key Holder Service - Nov 25
10/11/2025	T C Maintenance	101125-27	275.00		Perspex Wall Protectors
18/11/2025	Horsham District Council	181125-01	88.75		Refuse & Recycle Chgs - Nov 25
18/11/2025	Horsham District Council	181125-02	88.75		Refuse & Recycle Chgs - Nov 25
18/11/2025	EDF Energy Ltd	181125-03	136.43		Purchase Ledger Payment
18/11/2025	Horsham District Council	181125-04	158.20		Refuse & Recycle Chgs - Nov 25
18/11/2025	EDF Energy Ltd	181125-05	165.25		Purchase Ledger Payment
18/11/2025	British Gas Business	181125.06	954.34		Electr Chgs- 01/10 to 31/10/25
18/11/2025	Sally / Roger Wilton Associate	181125-07	26.10		Milleage for WSALC AGM
18/11/2025	Lloyds Bank plc	181125.08	10.44		Bank Charges-10/09 to 09/10/25
20/11/2025	British Gas Business	201125-01	67.71		Gas Chgs- 29/09 to 28/10/2025

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Lloyds Bank Accounts

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2025	British Gas Business	211125-01	371.38		Electr Chgs- 01/10 to 31/10/25
21/11/2025	British Gas Business	211125-02	723.34		Gas Chgs - 02/10 to 01/11/2025
25/11/2025	West Sussex County Council	251125-01	31,485.52		Salaries -oct 25 - Car Allowan
26/11/2025	Amazon Business	261125-01	750.42		Curtain Poles - NHH
26/11/2025	R C Cutting & Co Ltd	261125-02	234.00		Lighting Test Inspection - RMH
26/11/2025	Enterprise Services Group Ltd	261125-03	100.62		Sanetery / nappy Bins - Nov 25
26/11/2025	Forest View Tree Surgery,	261125-04	120.00		Tree Surgery Earles Meadow
26/11/2025	Incor Group Management Ltd	261125-05	574.47		Window Cleaning - NHH
26/11/2025	Amazon Business	261125-06	17.88		Treabags
26/11/2025	Lloyds Bank plc	261125-06A	-3.29		Cashback received - Nov 25
26/11/2025	Mr Alan Randall	261125-07	77.40		Milleage - Oct 25
26/11/2025	S Eastland Heating and Plumbin	261125-08	1,830.00		Tap & Urinal Repair - RMH
26/11/2025	N. Simmonds,	261125-09	250.00		Stage Light Pat - NHH
26/11/2025	T C Maintenance	261125-10	110.00		Tower Assit forStage Light Pat
26/11/2025	Wigthman & Parrish Ltd	261125-11	234.84		Black Sack/Uninal Blocks
Total Payments			<u>63,965.63</u>		



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2026/27

Forecast for 2025/26		
Revenue expenditure	£	644,528.00
Income		
Precept	£	401,537.00
One off Grant for Interpretation Board	£	927.00
Environmental Grant	£	12,752.00
Income inc hall hires, interest	£	252,100.00
	£	667,316.00
Predicted Surplus at 31.3.26	£	22,788.00

*

General Reserve Considerations for 2025/26		
General Reserve at 31.3.25	£	279,893.00
Transfer to EMR for Trees	£	4,000.00
Transfer to Vat Contingency EMR	£	10,000.00
Transfer to EMR for Mowbray Community Building	£	5,000.00
Transfer to EMR for Playground	£	5,000.00
Transfer to EMR for NHH Heating	£	5,000.00
Transfer to EMR for RMH Lift	£	5,000.00
Transfer to EMR for R&R	£	5,000.00
Actual General Reserve at 01.04.25	£	240,893.00

**

Final funding for 2025/26		
General Reserve at 01.04.25	£	240,893.00
plus Predicted surplus for 2025/26	£	22,788.00
Predicted carried Over General Reserve as at 31.3.26	£	263,681.00

Budget for 2026/27		
Revenue expenditure	£	680,372.00
Income		
Environmental Grant	£	12,752.00
Income from hall hires, allotments, other	£	257,150.00
	£	269,902.00
Deficit	£	410,470.00

Precept calculation for 2026/27		
Proposed expenditure less expected income	£	410,470.00
NHH Heating EMR	£	5,000.00 (+)
RMH Lift EMR	£	5,000.00 (+)
Mowbray Community Facility	£	10,000.00 (+)
Contribution to replenish R&R EMR	£	29,000.00 (+)
Contribution to replenish Elections EMR	£	6,000.00 (+)
Contribution to replenish Vat EMR	£	5,000.00 (+)
Funds left at 31.3.26	£	263,681.00 (-)
Proposed General Reserve at 31.3.2027	£	210,000.00 (+)
Final precept requirement for 2026/27	£	416,789.00

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

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

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

In summary

Tax Base 2026/27		9112.5	HDC Figure notified on 10.11.25
Potential Precept	£	416,789.00	
Per Band D Charge	£	45.74	
Band D Charge 2025/26	£	44.73	
Increase in Band D Charge		2.3%	or £1.01 per annum/8p per month
Precept 2025/26	£	401,537.00	
Increase in Precept		3.8%	

BUDGET 2026/27
PROPERTY COMMITTEE

		BUDGET 2025/26	ESTIMATED TO 31.03.2026	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27
EXPENDITURE - REVENUE						
403	ROFFEY MILLENNIUM HALL					
4011	NNDR (Business Rates)	8,500	8,500	5% increase + rounding	8,925	5% increase + rounding
4012	Water Rates	1,800	3,600	5% increase + rounding	4,000	Add 10% to estimated
4014	Electricity	7,300	12,000	Est to fig is based on actual spend last year + 5%. Usage so far in 24/25 on target, but bear in mind, winter costs still to come. 5% increase on estimated to fig + rounding	12,000	In contract until 2027
4015	Gas	8,100	6,000	Est to fig is based on actual spend last year + 5%. Usage so far in 24/25 on target, but bear in mind, winter costs still to come. 5% increase on estimated to fig + rounding	6,000	In contract until 2026
4016	Caretaking Materials	3,900	3,900	New floor machine required (£2300.00) +5% increase + rounding	1,990	Minus floor machine + 5% increase + rounding + 6 monthly service (incl call outs) of floor machine £310.00 per annum
4017	Refuse Clearance (HDC)	2,200	2,200	5% increase + rounding	2,310	5% increase + rounding
4018	Sanitary Disposals	290	295	Used advised increase costs	305	Advised of price inc wef 11/25 so forecast and budget amended if required
4019	Window Cleaning	1,200	1,200	5% increase + rounding	1,320	Advised from 01.04.25- increased by 9.8% - other quotes obtained, but still the most competitive
4020	Refreshment Sale Costs	510	510	5% increase + rounding	235	5% increase + rounding
4034	Maintenance - electrical	2,700	2,700	5% increase + rounding	2,835	5% increase + rounding
4035	Maintenance - electrical insp.	640	640	5% increase + rounding (Note: next PET due Mar 27)	1,025	5% + rounding + Display Energy Certificate & advisory report due March 2027 (£350.00). (Note: next PET due May 2027, not Mar 2027)
4036	Maintenance - general	3,900	3,900	5% increase + rounding	4,095	5% increase + rounding
4037	Maintenance - fire alarm	650	650	5% increase + rounding	685	5% increase + rounding
4039	Maintenance - intruder alarm	1,200	1,200	5% increase + rounding	1,260	5% increase + rounding
4040	Maintenance - lift	880	1,075	5% increase + rounding	1,370	Est to is because of increased repairs. 5% increase on estimated fig + rounding + SIM card £240.00 per annum
4041	Maintenance - fire extinguishers	270	270	5% increase + rounding	285	5% increase + rounding
4042	Maintenance - gas boiler	1,200	1,200	5% increase + rounding	1,260	5% increase + rounding
4044	Maintenance - partition wall	700	700	5% increase + rounding	735	5% increase + rounding
4061	Legionella Testing	550	550	RA due Apr 25 (£138.00) + advised 10% increase + rounding	450	No RA due for 26/27. Quoted price for WEA + 5% increase on thermometer calibration + rounding
4062	Maintenance - air conditioning	360	360	5% increase + rounding	378	5% increase + rounding
4063	Maintenance - plumbing	1,600	1,600	5% increase + rounding	1,680	5% increase + rounding
4064	Maintenance - lightning conductor	360	360	5% increase + rounding	378	5% increase + rounding
4065	Fire Prevention Sundries	130	130	Minus FRA costs (£675) + 5% increase + rounding	600	5% + rounding + 4 x dorgards for Chichester, Amberley, Cowdray & Bramber + fitting (£460.00). Note: FRA due April 2027
4066	Keyholder Services	330	330	5% increase + rounding + allow for one possible call out	347	5% increase + rounding
4500	Internal decorations	2,000	2,003	For rolling decorating schedule	3,000	As a bigger building more budget required than other buildings as shown during previous decorating audits
4046	Small Equipment	0	0		500	New proposed budget
		51,270	55,873		57,968	

**BUDGET 2026/27
PROPERTY COMMITTEE**

		BUDGET 2025/26	ESTIMATED TO* 31.03.2026	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27
EXPENDITURE - REVENUE						
401	NORTH HEATH HALL					
4011	NNDR (Business Rates)	8,200	8,200	5% increase + rounding	8,610	5% increase + rounding
4012	Water Rates	1,100	1,180	5% increase + rounding	1,300	Add 10% to estimated
4014	Electricity	3,100	3,600	5% increase + rounding	3,600	In contract until 2027
4015	Gas	6,300	10,500	5% increase + rounding	10,500	In contract until 2026
4016	Caretaking Materials	1,700	1,700	5% increase + rounding	2,095	5% increase + rounding + 6 monthly service (incl call outs) of floor machine £310.00 per annum
4017	Refuse Clearance (HDC)	1,000	1,000	5% increase + rounding	1,050	5% increase + rounding
4018	Sanitary Disposals	290	295	Reduction - to bring into line with advised costs	305	Advised of price inc wef 11/25 so forecast and budget amended if required
4019	Window Cleaning	820	820	5% increase + rounding	900	Advised from 01.04.25- increased by 9.8% - other quotes obtained, but still the most competitive
4034	Maintenance - electrical	1,800	1,800	5% increase + rounding	1,890	5% increase + rounding
4035	Maintenance - electrical insp.	1,100	1,100	Minus PET costs (£1045) + 5% increase + rounding	1,505	5% + rounding + Display Energy Certificate & advisory report due March 2027 (£350.00)
4036	Maintenance - general	2,700	2,700	5% increase + rounding	2,835	5% increase + rounding
4037	Maintenance - fire alarm	690	690	5% increase + rounding	725	5% increase + rounding
4039	Maintenance - intruder alarm	1,200	1,200	5% increase + rounding	1,260	5% increase + rounding
4041	Maintenance - fire extinguishers	190	190	5% increase + rounding	200	5% increase + rounding
4042	Maintenance - gas boiler	1,000	1,000	5% increase + rounding	1,050	5% increase + rounding
4044	Maintenance - partition wall	1,100	1,100	5% increase + rounding	1,155	5% increase + rounding
4061	Legionella Testing	480	480	RA due Apr 25 (£138.00) + advised 10% increase + rounding	450	No RA due for 26/27. Quoted price for WEA + 5% increase on thermometer calibration + rounding
4063	Maintenance - plumbing	760	760	5% increase + rounding	800	5% increase + rounding
4065	Fire Prevention Sundries	120	120	Minus FRA costs (£675) + 5% increase + rounding	130	5% increase + rounding. Note: FRA due April 2027
4066	Keyholder Services	330	330	5% increase + rounding + allow for one possible call out	350	5% increase + rounding
4500	Internal decoration	2,000	2,025	For rolling decorating schedule	2,000	No change
4046	Small Equipment	0	0		500	New proposed budget
		35,980	40,790		43,210	

**BUDGET 2026/27
PROPERTY COMMITTEE**

		BUDGET 2025/26	ESTIMATED TO* 31.03.2026	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27
EXPENDITURE - REVENUE						
402	HOLBROOK TYTHE BARN					
4011	NNDR (Business Rates)	4,700	4,700	5% increase + rounding	4,935	5% increase + rounding
4012	Water Rates	1,600	2,522	5% increase + rounding	2,774	Add 10% to estimated
4014	Electricity	4,200	3,644	5% increase + rounding	3,644	In contract until 2027
4015	Gas	1,800	2,400	5% increase + rounding	2,400	In contract until 2026
4016	Caretaking Materials	1,700	1,700	5% increase + rounding	3,535	New floor machine required (£1750.00) +5% increase + rounding
4017	Refuse Clearance (HDC)	980	980	5% increase + rounding	1,029	5% increase + rounding
4018	Sanitary Disposals	370	380	Used advised increase costs	389	Advised of price inc wef 11/25 so forecast and budget amended if required
4019	Window Cleaning	530	530	5% increase + rounding	625	From 01.04.25- increased by 9.8% - Also need to budget annual cleaning of panels- £40.00 per clean
4034	Maintenance - electrical	1,300	1,300	5% increase + rounding	1,365	5% increase + rounding
4035	Maintenance - electrical insp.	690	690	5% increase + rounding (Note: next PET due May 26)	2,805	5% increase + rounding. Servicing of inverter due Feb 2027. £250.00 quoted every two years. Also PET due June 2026 - budget £1830.00
4036	Maintenance - general	2,200	2,200	5% increase + rounding	2,310	5% increase + rounding
4037	Maintenance - fire alarm	700	700	5% increase + rounding	735	5% increase + rounding
4039	Maintenance - intruder alarm	1,100	1,100	5% increase + rounding	1,155	5% increase + rounding
4041	Maintenance - fire extinguishers	190	190	5% increase + rounding	200	5% increase + rounding
4042	Maintenance - gas boiler	580	580	5% increase + rounding	609	5% increase + rounding
4061	Legionella Testing	450	450	RA due Apr 25 (£138.00) + advised 10% increase + rounding	420	No RA due for 26/27. Quoted price for WEA + 5% increase on thermometer calibration + rounding
4063	Maintenance - plumbing	850	850	5% increase + rounding	893	5% increase + rounding
4065	Fire Prevention Sundries	110	110	Minus FRA costs (£675) + 5% increase + rounding	116	5% increase + rounding. Note: FRA due April 2027
4066	Keyholder Services	330	330	5% increase + rounding + allow for one possible call out	347	5% increase + rounding
4500	Internal decoration	1,500	1,690	For rolling decorating schedule	1,500	No change - as dado rail installed, future costs should be less
4046	Small Equipment	0	0		500	New proposed budget
		25,880	27,046		32,286	

**BUDGET 2026/27
PROPERTY COMMITTEE**

		BUDGET 2025/26	ESTIMATED TO 31.03.2026	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27 * increase to previous year's budget unless stated otherwise
EXPENDITURE - REVENUE						
AMENITIES - ALLOTMENTS						
301	4012	Water Rates	410	410	Est to fig is based on actual spend last year + 5% (need to consider additional water was used to water the new turf at Amberley play area) . 5% increase on estimated to fig + rounding	430 5% increase + rounding
	4102	Rent to WSCC - Harwood Rd	300	300	New agreement in place	300 No change
	4200	Grounds Maintenance (grass)	810	810	Contract expires March 2025, so added 5% increase as per guidance by current contractor	855 New contract 25-27 went up by 5.5%
	4259	Allotment Maintenance	420	420	No increase required	420 No increase required
			1,940	1,940		2,005

OTHER AMENITIES						
302	4019	Bus shelter cleaning	1,200	1,200	5% increase + rounding	1,320 Advised from 01.04.25- increased by 9.8% - other quotes obtained, but still the most competitive
	4200	Grounds Maintenance	22,400	22,400	Contract expires March 2025, so added 5% increase as per guidance by current contractor	23,635 New contract 25-27 went up by 5.5%
	4250	Bus Shelter Maintenance	2,100	2,100	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)	2,205 5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)
	4251	Play Area & M Crts Maintenance	9,100	9,100	5% increase + rounding. Proposd £5k earmarked for playground upgrade at Holbrook Tythe Barn	9,555 5% increase + rounding
	4252	Open Space Maintenance	11,600	11,600	5% increase + rounding. Proposed £4k earmarked for tree inspection & any works May 2025	12,180 5% increase + rounding
	4253	Litter Warden Equipment	1,100	1,100	5% increase + rounding	1,155 5% increase + rounding
	4254	Dog Bin Emptying - HDC	2,700	2,700	5% increase + rounding	2,835 5% increase + rounding
	4255	Street Lighting Maint/Supply	6,900	6,000	5% increase + rounding. Structural test due on 2 x lights in August 2025 - quoted £750.00 + vat)	6,458 No structural test due 26/27. 5% increase + rounding
	4258	Multi Courts Maintenance	5,100	5,100	Contract due to expire Nov 2024, so 5% increase + rounding. PET & servicing of multicourts lights due Apr 2025 (est £1135.00)	4,170 No PET due 2026/27, so fixed contract price budgeted. Note: Next PET due April 2028
	4260	Workshop	500	500	No increase required	500 No increase required
	4302	Notice Board Maintenance	900	900	No increase required	900 No increase required
	4303	Festive Ligthng	4,500	4,500	5% increase + rounding	7,000 Based on current increased costs and allows for trees at other buildings
			68,100	67,200		71,913

**BUDGET 2026/27
F & A COMMITTEE**

		BUDGET 2025/26	ESTIMATED TO 31.03.26	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27
EXPENDITURE - REVENUE						
101						
	4007	1,000	1,000		1,000	No increase required
	4008	7,000	7,934	Est Assume inc approved at Nov Council	13,200	Allows for all Clrns to receive increased amount
	4021	3,400	2,900	would allow for a 5% increase	3,400	No increase required
	4022	840	850		840	No increase required
	4023	1,600	1,000		1,600	No increase required
	4024	3,400	3,455	would allow for a 5% increase	3,800	would allow for a 10% increase
	4025	15,500	15,500	would allow for a 5% increase	16,500	would allow for a 5% increase
	4028	3,600	3,600	would allow for a 5% increase	4,000	would allow for a 5% increase in suport contract and 2no new screens and PDF programme x 1
	4029	200	150	would allow for a 5% increase	200	No increase required
	4032	500	0	Need to retain a budget	500	No increase required
	4033	920	900	would allow for a 5% increase	950	would allow for a 5% increase
	4038	950	550		950	No increase required
	4051	350	170	Bank Charges to start 14.01.25	350	No increase required
	4053	5,000	4,930	final payment September 25	0	Loan Repaid
	4057	1,500	1,430	would allow for a 5% increase	1,500	No increase required
	4058	2,500	3,095	would allow for a 5% increase & contingency	4,250	would allow for a 5% increase on estimated
	4059	450	400	Allows for any additional advice	450	No increase required
	4100	400	400		400	No increase required
	4120	700	600		2,000	2 x portable air conditioning units for Deputy Clerk & Facilities Officer's offices - can also be used for hirers in rooms with no air conditioning. £1160.00 + vat
	4122	2,000	1,800	No New IT Purchases in 2025/26	2,000	No increase required
		2,000	1,204	Agreed at Council 05.09.24	0	Not required
	4247	6,000	5,000	Increase in Budget	6,000	No increase required
103	4155	10,000	10,000		12,000	Increase as per FA/32/25
104	4101	7,900	7,461	would allow for a 5% increase	7,900	No increase required
		77,710	74,329		83,790	

**BUDGET 2026/27
PERSONNEL COMMITTEE**

			BUDGET 2025/26	ESTIMATED TO 31.03.2026	NOTES 2025/26	BUDGET 2026/27	NOTES 2026/27
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	382,000	369,000	Budget assumed increase of 5% in 25/26 but actual award of 3.2% included in Estimated together with inc in E'er NI increase	381,000	Assumes further increase of 4% in 26/27 & reduced 15% E'er contribution rate to LGPS
	4003	Payroll Administration Charge	1,400	1,400	Assumes further increase of 5% in 25/26	1,450	Assumes further increase of 4% in 26/27
	4009	Staff Expenses	4,500	4,500		4,500	
	4010	Staff Training	1,600	1,600	2 x Emergency First Aid at Work - due Jan 2026, Debbie due April 2025 (£200 each) + PASMA training (£500) for TC, NS & 1 x Caretaker due Feb 2026	1,600	No increase necessary
	4030	Recruitment Advertising	250	450	2 caretaker vacancies in 2025/26	250	No increase necessary
	4067	Staff Personal Protective Clothing	400	400		400	No increase necessary
			390,150	377,350		389,200	

**BUDGET 2026/27
INCOME**

			BUDGET 2025/26	ESTIMATED TO 31.3.2026	NOTES 2025/26	BUDGET 2026/27 <small>(rounded nearest £1k)</small>	NOTES 2026/27
INCOME							
401	1000	Hall Lettings - NHH	73,000	84,000	5% inc on 24/25 estimate	88,000	5% inc on 25/26 estimate
402	1000	Hall Lettings - HTB	46,000	42,000	5% inc on 24/25 estimate	44,000	5% inc on 25/26 estimate
	1010	Multi Court Income	28,000	25,000	5% inc on 24/25 estimate	26,000	5% inc on 25/26 estimate
403	1000	Hall Lettings RMH	78,000	74,000	5% inc on 24/25 estimate	78,000	5% inc on 25/26 estimate
	1004	Miscellaneous Income	0	1,500		0	
	1006	Sale of Beverages	0	2,500		0	
101	1196	Interest Received	20,000	22,000		20,000	No Increase required
301	1050	Allotment Rents	1,000	1,100	5% inc on 24/25 estimate	1,150	5% inc on 25/26 estimate
			246,000	252,100		257,150	

NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS MAY 2026 to MAY 2027

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

MAY 2026 Thursday 7 th Thursday 14 th Thursday 28 th	Personnel COUNCIL Planning, Environment & Transport	NOV 2026 Thursday 5 th Monday 16 th Thursday 26 th	COUNCIL. Internal Controls WP (daytime) Planning Environment & Transport.
JUN 2026 Thursday 4 th Monday 8 th Thursday 11 th Thursday 25 th	Property Internal Controls WP (daytime) Finance and Administration Planning, Environment & Transport	DEC 2026 Thursday 3 rd Thursday 10 th Thursday 17 th	Finance and Administration Property Planning, Environment & Transport.
JUL 2026 Thursday 2 nd Thursday 9 th Thursday 23 rd	COUNCIL Personnel Planning Environment & Transport.	JAN 2027 Thursday 7 th Thursday 21 st Thursday 28 th	COUNCIL. Personnel Planning, Environment & Transport
AUG 2026 Thursday 6 th Thursday 13 th Thursday 20 th	Property Finance and Administration. Planning, Environment & Transport.	FEB 2027 Thursday 4 th Thursday 18 th Monday 22 nd Thursday 25 th	Property Finance and Administration Internal Controls WP (daytime) Planning, Environment & Transport
SEPT 2026 Thursday 3 rd Monday 7 th Thursday 24 th	COUNCIL. Internal Controls WP (daytime) Planning Environment & Transport. (Budget)	MAR 2027 Thursday 4 th Monday 8th Thursday 25 th	COUNCIL Annual Meeting of Electors of the Parish (option 1) Planning, Environment & Transport
OCT 2026 Thursday 8 th Thursday 15 th Thursday 22 nd Thursday 29 th	Personnel (Budget) Property. (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APR 2027 Thursday 8 th Thursday 15 th Thursday 22 nd Monday 26th Thursday 29 th	Personnel <i>**brought forward from early May to avoid clash with parish elections**</i> Property Finance and Administration Annual Meeting of Electors of the Parish (option 2) Planning, Environment & Transport
MAY 2027 Thursday 13 th Thursday 27 th	<i>**Subject to change depending on Election Date**</i> COUNCIL Planning, Environment & Transport		

Notes from the Community Infrastructure Levy (CIL) Working Party Meeting held at Roffey Millennium Hall on Wednesday 10th December 2025 at 11am

In attendance:-

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

Clerk - Sarah Norman; Deputy Clerk - Lisa Underwood

1. **Elect a Chairman**

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

2. **Apologies**

There were no apologies.

3. **To receive and accept the Notes of the last meeting on 9th May 2024**

The Notes as previously circulated were accepted.

4. **Income and Expenditure - to receive an update including possible future receipts**

Members **NOTED** that, after all expenditure to date and accounting for the £5,000 initial contribution to the outdoor gym equipment, CIL money remaining available was £6,379.70.

5. **Receive an update on projects already agreed**

There were no projects currently pending.

6. **To consider any potential future projects**

6.1 Members **NOTED** the recommendation from the Property Committee Meeting held 9th October (Min. PR/030/25 refers) namely to install 2 x 4 cycle racks at Roffey Millennium Hall at a quoted cost of £305.20 plus VAT. It was noted that up to date quotations would have to be obtained but it was not anticipated that the costs would change dramatically.

6.2 Members also considered a suggestion from Cllr. Searle regarding batteries for the solar panels at the new Mowbray Community Building, but the Clerk stated that she did not feel it would be possible to justify the community benefit of this project. It was suggested that at the appropriate time, a Climate Change Grant application would be a more suitable source of funding

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

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

- (i) Funding for the purchase and installation of 2 x 4 cycle racks at the front of Roffey Millennium Hall.

8. **Date of next meeting**

It was **NOTED** that the next Working Party meeting would be held in April/May 2026 - exact date to be confirmed.

There being no other business the Meeting closed at 11.30am



North Horsham Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The Council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the Council's intentions regarding community engagement.

2. The community

2.1 The Council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies, and the Council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Everyone who lives in the Parish.
- Those who use the services provided by the Council, whether residents or not.
- Those who work or own a business in the Parish.
- All young people who go to school or other educational establishments in the Parish.
- Voluntary groups, clubs and societies including church and youth organisations which operate in the Parish.
- Any group or organisation that represents some or any members of the above sections of the community.
- Visitors or those using the Parish facilities and shops.
- Statutory bodies providing services within the Parish.
- Any group or other body that are pivotal to the quality of life of North Horsham Parish e.g. health providers, Horsham Town Community Partnership, neighbouring Parish Councils.

3. Aims and objectives

3.1 The Council aims to represent and promote the interests of the whole Parish community.

- 3.2 The Council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the Council will encourage the involvement of community members in order to identify their needs and concerns.
- 3.3 To this end, the Council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:
- Improved satisfaction with public services in the area.
 - A greater sense within the community that people are involved in decisions which affect them.
 - Greater awareness within the community of the role and responsibilities of the Council.

4. Opportunities for community involvement

- 4.1 The Council will engage with the community by providing:
- An accessible Parish Council office at the heart of the community usually open Monday to Friday 9am to 4.30pm.
 - A website (www.northhorsham-pc.gov.uk) which includes a wide range of information about the services provided by the Parish Council and how the community can contact the Council or Councillors.
 - Social media (Facebook).
 - An article in Horsham Pages (North) six times a year.
 - An Annual Report summarising the Council's activities for the year and providing details of the Council's financial position.
 - A timetable of Council and committee meetings and encouraging public attendance.
 - Details of agendas for all Council and committee meetings on noticeboards throughout the Parish, as well as on the Council website.
 - A period of time at the start of Council and committee meetings for questions from members of the public.
 - Minutes of all Council and committee meetings on the Council website.
 - Nominated Councillors as representatives to outside bodies with interests affecting the area.
 - The organisation for the Annual Parish Meeting, which is open to all residents.
 - An opportunity for the community to feedback their views, comments and concerns and effectively using that information as an integral part of the decision-making process.

5. Opportunities for formal representation to the Council

- 5.1 The Council may appoint advisors on specific areas of activity where their expertise would assist the Council in its decision making, but equally welcomes public participation at Council and committee meetings.
- 5.2 On a day-to-day basis, the Clerk (or other nominated officer) is generally available to meet those who may wish to attend the Council office in order to discuss matters of interest or concern. Representation can also be made in writing by letter or e-mail.
- 5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the Council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

6. Policy Adoption and Review

- 6.1 The Statement of Intent as to Community Engagement was first approved by Council in March 2012. It has undergone two yearly reviews and was last reviewed and adopted in January ~~2026~~ **2024**.
- 6.2 The policy will be next reviewed by January ~~2028~~ **2026**.

8th January 2026



North Horsham Parish Council

SAFEGUARDING POLICY

This policy has been prepared using HM Government “Working Together to Safeguard Children” July 2018 and Horsham District Council Safeguarding [www.horsham.gov.uk accessed 31.10.23] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.

INTRODUCTION

Safeguarding is protecting adults or children at risk from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

POLICY STATEMENT

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

DEFINITIONS

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

A vulnerable adult is someone over the age of 18 who is ‘in need of community care services by reasons of mental health or other disability, age or illness’ and ‘is or may be unable to take care of him or herself or is unable to protect him or herself against significant harm or exploitation’. It should be noted that disability or age alone does not signify that an adult is vulnerable.

PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

USEFUL CONTACT DETAILS

To report a child safeguarding concern visit the [WSCC website](#). In an emergency call 01403 229900 (working hours) or 033 022 26664 (out of hours)

To report an adult safeguarding concern visit the [WSCC website](#) or call 01243 642121. In an emergency call 033 022 27007

~~Multi-agency Safeguarding Hub (MASH) (01403 229900)~~

Sussex Police (101)

NSPCC Child Protection Helpline (0808 800 5000) or email help@NSPCC.org.uk

Child-Line (0800 1111)

Policy adopted:- September 2017

Review :- July 2019

Review :- Jan 2022

Review :- Jan 2024

~~Review :- Jan 2026~~

Next Review Jan 2028



North Horsham Parish Council

WEB ACCESSIBILITY STATEMENT

North Horsham Parish Council recognises the importance of providing a website that is accessible to all users and meets accessibility standards. We are committed to making our website accessible to everyone, including blind, partially sighted or hard of hearing visitors who use screen readers or speech recognition. Our aim is to make our website 'perceivable, operable, understandable and robust' for all users as required by 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Using this website:

North Horsham Parish Council manages this website. WordPress is the content management system for the website. WordPress follow web design standards, best practice and aim to achieve the best accessibility as is possible. WordPress continually look to improve accessibility on their systems through a development forum.

The following are examples of what you should be able to do on this website:-

- Change the font size
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Use a screen reader.

We have made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is this website?

All main pages can be accessed via the navigation bar underneath the main picture. Each heading has a drop-down list of subheadings that, in turn, lead to the public information about North Horsham Parish Council.

We know that some parts of the website aren't fully accessible:

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings.
- The navigation bar disappears when scrolling down the page.
- You can't modify the line height or spacing of text.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these.
- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition.

What to do if you can't access parts of this website:

If you have any questions regarding the accessibility of this site, or if you experience any difficulty in using it, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Your request will be considered, and we will get back to you within 15 working days.

Reporting accessibility problems with this website:

We're always looking to improve the accessibility of this website. If you find any problems, that aren't listed or if you think that we're not meeting accessibility requirements, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Enforcement procedure:

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS). More details can be obtained from their website:- <https://www.equalityadvisoryservice.com/>

Contacting us by phone or visiting us in person:

Your contact is the Clerk and Responsible Financial Officer, Sarah Norman

Post:- Parish Council Office, Roffey Millennium Hall, Crawley Road, Roffey, Horsham RH12 4DT.

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

Telephone - 01403 750786

Technical information about this website's accessibility:

North Horsham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.1 (<https://www.w3.org/TR/WCAG21>) AA standard due to the non-compliances listed below.

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings. – this cannot be fixed as it is a characteristic of the WordPress 'themes'.
- The navigation bar disappears when scrolling down the page.- when the website is next reviewed a 'theme' will be selected that addresses this.

- You can't modify the line height or spacing of text. – this cannot be fixed as it is a characteristic of the pdf. documents that are used. Should technology develop, this will be addressed.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these. – The Parish Council will make efforts to test this as soon as practicable.
- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition. – This will be reviewed and if possible an alternative map included.

How we tested this website

The website was tested by a working party delegated from the Finance and Administration Committee of North Horsham Parish Council.

This statement was adopted by the Full Council on 9th January 2020 and reviewed on 8th January 2026.

Review date

The Web Accessibility Statement will be reviewed by full Council in January 2028 ~~2026~~ or sooner should there be a need.

North Horsham Parish Council Meeting on 8th January 2025

Correspondence List 1 from 6th November to 31st December 2025

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

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • Proposed permanent Traffic Order Wimblehurst Road, Richmond Road & Gordon Road - TROHOR8014/RC • Recycles - Aerosol recycling, poppies, council apps and more... • News Release : County Council launches drive to boost nature recovery in West Sussex • News Release : West Sussex County Council fostering partnership with Chichester College Group gets national praise • Residents' eNewsletter : Getting ready for winter weather, support for unpaid carers, free weight management help and more! • News Release : Autism Roadshow Events Inspire Young People Across West Sussex • News Release : Have your say on the future of local government in West Sussex • Highways, Transport and Planning - News and Updates • News Release : County Council and fire service unite in bid against violence towards women and girls • News Release : Have your say on priorities for the West Sussex Carers Strategy • How we're using digital and AI to improve services across WSCC • West Sussex Recycles: Countdown to Christmas • Horsham Area STP Feasibility study - Stage 2 consultation, reminder. • News Release : Secretary of State welcomes ambitious Get Sussex Working Plan • News Release : Grants now open to help improve mental health in West Sussex • News Release : Residents' wellbeing boosted by West Sussex libraries • News Release : West Sussex communities urged to protect themselves against flu ahead of festive season • Ash Dieback Works Scheduled on A24 Dorking Road, Warnham / Kingsfold • Government's consultation on proposals for local government reorganisation in West Sussex • News Release : Approach to pension investments debated at Full Council • News Release : Council calls on Government to make primary schools smartphone free • Residents' eNewsletter - Latest on major clean up operation, urgent safety notice, flu vaccination update, could you be there for a child in care, and more! • Highways, Transport and Planning - News and Updates
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News Release : Chairman attends remembrance unveiling at Horsham Station • News Release : Festive events promote buying local this Christmas in Horsham District • News Release : Armistice commemorations in Horsham • News Release : Council visit to Envitia in Horsham • News Release : Council requests re-opening of Local Plan examination • News Release : Festive fun across the Horsham District this year • News Release : Council to support national White Ribbon campaign • Email from CEO : Statutory Consultation on Local Government Reorganisation • Latest News: Horsham Remembers 2025; Festive events promoting buying local; Food waste collections are coming! • News Release : Horsham Parish Council gets the green light • News Release : New alliance to strengthen voice of rural and market towns in the south of Horsham District

	<ul style="list-style-type: none"> • News Release : Have your say to help create new 2026/27 Annual Plan for Horsham District Council • News Release : Council supports White Ribbon campaign 2025 • Your Climate and Environment newsletter from Horsham District Council - December 2025 • News Release : From community gym to the boxing ring: James's boxing journey • News Release : Development of Horsham District Local Plan set to progress as Inspector sets out next steps • Invitation to Novartis Site Visit - 17th December 2025 • News Release : Warden's Christmas treat for Storrington and Sullington residents • News Release : Council launches new Business Training Programme for Small Business Saturday • Latest News: Local Plan latest; What's on this Christmas; Annual Plan consultation, closing Sunday • News Release : Vote now for your favourite Christmas Magic Displays in Horsham District • News Release : Council launches new Business Training Programme for Small Business Saturday • News Release : Vote for your favourite Christmas Magic Displays • News Release : Curtains up on major refresh - The Capitol set for its biggest transformation in 20 years • Latest News: Friday Lates Christmas special! Refurbishment news at The Capitol; Christmas bin collection dates • News Release : Horsham District Council Leader response to Government announcement 18 December
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief executive's bulletin - 6 November 2025 • Events - 11.11.25 • Chief executive's bulletin - 13 November 2025 • Events - 18.11.25 • Chief executive's bulletin - 20 November 2025 • Chief executive's bulletin - 27 November 2025 • Events - 02.12.25 • Chief executive's bulletin - 4 December 2025 • Events - 09.12.25 • Chief executive's bulletin - 11 December 2025 • Events - 16.12.25 • Chief executive's bulletin - 18 December 2025 • Events - 23.12.25
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> • Newsletter - Winter 2025
5.	<p><u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> • Sussex Police - Neighbour Related Nuisance Support Group [#546681728] • NHW - Our News this November - better late than never! [#548824667] • NHW - Keeping your bike safe this winter [#550630124] • NHW - Washing Dirty Money [#551649297] • NHW - ShopKind Campaign [#551659766] • Sussex Police - Live Facial Recognition Technology comes to Sussex [#552609473] • Sussex Police - Neighbour Related Nuisance Support Group : Upcoming Session [#554165402] • NHW - Restorative Justice in Sussex [#555048478] • Sussex Police - Horsham : Community Engagement Events [#555467993] • Action Fraud - Beware of winter fuel payment scams [#557150101]

	<ul style="list-style-type: none"> • Sussex Police - Hotspot Policing survey [#560486353] • NHW - Annual Survey : Crime and Community [#561616551] • Sussex Police - Fraud Newsletter November 2025 [#564211644] • Sussex Police - Keeping You Cyber Safe : Free Cyber Security Webinars [#564361763] • Sussex Police - Finding Local Police Engagement Events [#565078681] • Sussex Police prepares to launch its Christmas crackdown on drink and drug-drivers [#567777216] • NHW - The December edition of Our News is here! [#568072678] • Sussex Police - Increased patrols to keep Sussex town centres safe this winter [#568280892] • NHW - You are invited to attend our webinar this Friday : Domestic Abuse [#570146289] • Sussex Police - Meet Your Neighbourhood Policing Team – Find Local Events Online [#576421799] • Sussex Police - 🚫 Thinking of Buying an E-Scooter This Christmas? Please Read First. [#579461613] • Sussex Police - Keeping You Cyber Safe : Free Cyber Security Webinars [#581137520] • NHW - A Brief Introduction to Artificial Intelligence : short webinar on Friday 9th January 2026 at 10.30am [#585527356] • NHW - Annual Cybercrime Survey [#586675986]
6.	<p><u>NHS Sussex</u></p> <ul style="list-style-type: none"> • News bulletin: 7 November 2025 • News bulletin: 14 November 2025 • News bulletin: 21 November 2025 • News bulletin: 28 November 2025 • News bulletin: 5 December 2025 • News bulletin: 12 December 2025 • News bulletin: 16 December 2025 • News bulletin: 19 December 2025
7.	<p><u>Office for National Statistics</u></p> <ul style="list-style-type: none"> • Local statistics update : Your November update Issue 11 • Local statistics update : Your December update Issue 12
8.	<p><u>Other Correspondence</u></p> <ul style="list-style-type: none"> • L&G - Invitation and link to Mowbray Employment Land webinar 12th November 2025 • TfSE - In Connections... TfSE Board Updates, M27 Road Closures and ATE Webinars • SGN - Gas Network Upgrade - Albion Way Horsham - Lane Closures from Monday 26 January - Durations three to four weeks • AiRS - Newsletter December 2025 • CCLA - Market update December 2025 • Horsham Pages North - Digital Edition • Have Your Say! SAPPP and CIPFA Launch Joint Consultation on Proper Practices for Smaller Authorities
9.	<p><u>Resident letters</u></p> <ul style="list-style-type: none"> • Lambs Farm Road (inc Clerk's response)

North Horsham Parish Council Meeting on 8th January 2026

Correspondence List 2 from 1st January to 7th January 2026

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

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> • 2025 West Sussex Highways - Briefings, recordings for 2025. • West Sussex Recycles: Happy New Year! • News Release : Helping residents in West Sussex to quit smoking and improve their wellbeing • News Release : Three-day closure of West Sussex libraries for essential system changeover
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Latest News: Council Leader responds to Government announcement; Christmas bin collection dates • Your Climate and Environment newsletter from Horsham District Council - January 2026 • News Release : Curtain's down but the show will go on for Horsham's The Capitol
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Events 06.01.26
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> • Training Jan 2026
5.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • NHW - Online safety for parents [#588554690] • NHW - Free UK-wide service which provides extra advice and support, including when there's an interruption to your electricity, gas or water supply [#590964323] • Sussex Police - Here's a New Year's present that could save your organisation [#592126097]
6.	<u>NHS Sussex</u> <ul style="list-style-type: none"> • News bulletin: 29 December 2025
7.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • SIS - Community Interpreter Event : Crawley 4th February 2026 • CCLA - Market update January 2026
8.	<u>Resident letters</u> <ul style="list-style-type: none"> • RE: Greenfinch Way Grit Bin <i>**Members are asked to agree whether this should be considered at a future Council Meeting**</i>