

NORTH HORSHAM PARISH COUNCIL - MEETING OF THE COUNCIL
THURSDAY 2nd JULY 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 note apologies for absence.

3. Declarations of Interest

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

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

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

5. Decisions made by delegated power since 14th May 2026 for ratification

There have been no delegated decisions.

6. Committee and Working Groups

The Minutes for the meetings detailed in 6.1 to 6.3 have been circulated previously and are available on the Parish Council website.

The Notes for the Asset Transfer Working Group as referred to in 6.4 are attached as **Appendix 1**.

7. Reports from Representatives on Outside Bodies

Any Members who act as Representative on Outside Bodies will be invited to give any reports.

10. Chairman's Announcements

10.1 Following approval at the last meeting, the AGAR for the year ending 31st March 2026 was submitted to the External Auditor, Moores, on 21st May 2026 and the Notice of Elector's Rights was published on the Parish Council website and Noticeboards on 2nd June 2026.

11. To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations

11.1 The Standing Orders (**attached as Appendix 2**) are based on the model Orders as published by NALC on 31st March 2025 and there are no recommended changes to these or to the Terms of Reference that form part of the document.

Decision: To approve and adopt the reviewed Standing Orders inc. Terms of Reference

11.2 The Financial Regulations were reviewed by the Finance & Administration Committee at the meeting held 11th June 2026 with a recommendation for adoption with no amendment. The proposed document is available on the Parish Council website as an Appendix to the report to the meeting.

Decision: To approve the Financial Regulations following recommendation by the Finance and Administration Committee (Min. FA/10/26 refers)

12. Financial Matters

Finance Report to show income, expenditure and reserves to 31st May 2026

Finance Report to show income and expenditure to 31st May 2026

Funding at 31st May 2026

Precept (half year)	208,395
CIL Funding	8,347
Total	216,742

Income to 31st May 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st May 2026*
Admin	3,098	20,000	3,333
Allotments**	1,134	1,150	1,150
North Heath Hall	13,237	88,000	14,667
Holbrook Tythe Barn	6,631	44,000	7,333
Multi Court Lettings	3,178	26,000	4,333
Roffey Millennium Hall	12,475	78,000	13,000
Total	39,753	257,150	43,816

Expenditure to 31st May 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2026*
Admin**	11,878	63,890	10,648
Grants	850	12,000	2,000
Burial ***	1,865	7,900	1,317
Personnel	61,580	389,200	64,867
Allotments	415	2,005	334
Amenity Rec & Open Spaces	10,142	71,913	11,986
North Heath Hall	4,210	43,210	7,202
Holbrook Tythe Barn	4,307	32,286	5,381
Roffey Millennium Hall	6,893	57,968	9,661
Total	102,140	680,372	113,396

* Total cost centre budget for 2026/27 divided by 2/12th.

** 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 31st May 2026 together with Payment and Transfer Lists for April 2026 (£50,864.60) and May 2026 (£256,152.78) - also published on the Parish Council website - are attached as **Appendix 3, 3a & 3b**.

Income

The income is currently 9% lower than is budgeted at the end of Month 2 of the 2026/27 year, a slight improvement on the situation at the end of Month 1 and about 7% lower than at this point last year. This is partly down to lower interest receipts but also income from the Multicourts and North Heath Hall are lower than they were in May 2025.

Expenditure

Expenditure is just under 10% lower than would be expected at the end of month 2, broadly similar to the situation at the end of April, and an almost identical underspend to May 2025.

Reserves

As at 31st May 2026 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £410,632.

In addition, there are Earmarked Reserves of £263,711.

Summary

As mentioned above, there is £4,064 less income than budgeted for at the end of month 2 but this is more than offset by expenditure being £11,255 less than anticipated.

Decisions:

12.1 To note the Financial Report to 31st May 2026

12.2 To agree the Payment and Transfer lists for April and May 2026

13. Code of Conduct

The reviewed document is attached as **Appendix 4** and there are no Officer recommendations for amendments. As was noted last year, as the NHPC Code of Conduct is in accordance with the HDC Code of Conduct, when there are changes to Local Government Organisation, this may well need to be amended depending on who takes on the role of Monitoring Officer in relation to complaints about Parish Councillors.

Decision: To adopt the reviewed Code of Conduct

14. Annual Parish Meeting

The Annual Report, as circulated at the Annual Parish Meeting on 27th April 2026, is available to view on the Parish Council website at <https://northhorsham-pc.gov.uk/wp-content/uploads/2026/04/final-annual-report-2025-2026.pdf> and the Minutes may be viewed at <https://northhorsham-pc.gov.uk/wp-content/uploads/2026/05/combined-minutes-and-appendix.pdf>.

Decision: To note the Annual Report and unconfirmed Minutes of the Annual Parish Meeting held on 27th April 2026

15. Community Engagement

As agreed at the Council Meeting held 5th March 2026 (Min. FC/124/26 refers), the Clerk was asked to arrange a community engagement stand outside the Co-op in June - one day on a weekday and one day at a weekend. Having canvassed for availability of Councillors to man the stand, only 4 were able to attend and therefore only one day could go ahead, with two people at a time manning the stand for 1 hour.

The event is to be held on Saturday 27th June and the Councillors in attendance (Cllrs. Davidson, Davidson-Fernandez, Knight and Wilton) will give a verbal report at the meeting.

Members are asked to consider if they would like to repeat the exercise and if so when. Cllr Mahon has stated that he would be able to represent the Council for sessions in July.

Decision: To note the report from Councillors and agree further action

16. Policies

16.1 The reviewed Policies are attached as **Appendix 5, 6 & 7**. There are no recommended changes.

16.1.1 Legionella Policy

16.1.2 Fire Safety Policy

16.1.3 Recruitment of Ex-Offenders Policy

Decision: To review and adopt the reviewed policies

16.2 To receive the following policies as recommended by the Finance & Administration Committee (documents available as part of the report to the Committee Meeting).

16.2.1 Treasury Management Policy

16.2.2 Corporate Branding Policy

Decision: To approve the recommendation of the Finance and Administration Committee Meeting 11th June 2026 (Min. FA/12/26 refers) and adopt the reviewed policies.

16.3 To receive the following policies as recommended by the Personnel Committee Meeting (documents available as part of the report to the Committee Meeting) :-

16.3.1 Absence Management Policy

16.3.2 Training and Development Policy

16.3.3 General Information and Workplace Rules Policy

16.3.4 Terms and Conditions of Service Policy

Decision: To approve the recommendations of the Personnel Committee Meeting 7th May 2026 (Min. PER/27/26 refers) to adopt the reviewed policies

16.4 To receive the following policy as recommended by the Property Committee Meeting (documents available as part of the report to the Committee Meeting) :-

16.4.1 Open Spaces Policy

Decision: To approve the recommendations of the Property Committee Meeting 4th June 2026 (Min. PR/013i/26 refers) to adopt the reviewed Open Spaces Policy

17. Risk Management Scheme

Members are invited to review and, if acceptable, approve the Risk Management Scheme (attached as **Appendix 8**). The documents that form this Scheme include :-

- **Fire Safety Policy** - Considered under Agenda item 16.1
- **Health & Safety Statement of General Policy** - Next review due July 2027
- **Legionella Control Policy** - Considered under Agenda item 16.1
- **Fire Safety Risk Assessment** - Carried out by Assurity in April 2024 (copy available by email if required) at all three buildings with desk-based reviews carried out in 2025 & 2026. Next external assessment due in April 2027.
- **Health and Safety Risk Assessment** - Considered by the Property Committee at the meeting held 16th April 2026 and recommendation approved by the Council at the meeting held on 14th May 2026 (Min. FC/11.2/26 refers)
- **Legionella Risk Assessment** - Last carried out by Assurity in April 2025 (copy available by email if required) with the next review due April 2027.
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 23rd October 2025 (Min. FA/33/25 refers) with the next review due by December 2026.

Any documents not attached to this report are either published on the NHPC website as part of the Agenda/Report for the meeting at which they were approved or, in the case of the Assessments undertaken by external consultants, are available in the Parish Office on request as they are too large to append to the report.

Decision: To review and approve the Risk Management Scheme including:

- **Fire Safety Policy**
- **Health & Safety Statement of General Policy**
- **Legionella Control Policy**
- **Fire Safety Risk Assessments**
- **Health and Safety Risk Assessment**
- **Legionella Risk Assessment**
- **Financial and Management Risk Assessment**

18. North of Horsham Parish Liaison Group

A meeting of the Liaison Group was held on the 21st May 2026. The Notes were circulated by email to all Councilors on 10th June 2026 and are also available on the Parish Council website.

Members are also asked to receive the Notes of the Community Building Working Group Meeting held 11th March 2026 (attached as **Appendix 9**). Responses to the queries raised at the meeting have been received from L&G and will be **circulated by email**.

A further meeting of the Community Building Working Group has been suggested by the Doctor's Surgery to discuss the potential use of the building as a temporary facility until the Health Facility building is completed. An update on this will be provided at the meeting.

Decision: To receive the Notes of the Meetings

19. Climate Change

Cllrs. Davidson-Fernandez and Wilton attended HDC's Carbon Literacy Course on 21st May and will provide a report prior to the meeting, including any suggestions on actions the Council may choose to pursue.

Decision : To receive the report following Councillor attendance at the HDC Carbon Literacy Training Event and agree any further action

20. Correspondence

See **Appendix 10**, with the second list circulated separately at the meeting

Decision: To receive correspondence lists from 14th May to 1st July 2026

21. Date of next Meeting

The next scheduled meeting will be held on 3rd September 2026.

As notified to Member by email on 1st June, it may be necessary to hold another Extraordinary Meeting to allow the Council to comment on the Local Plan consultation that is due to run over the summer.

Notes of the Asset Transfer Working Group Meeting
Held at Roffey Millennium Hall on Wednesday 10th June 2026 11am

Members of the Working Party: Cllr G Davidson-Fernandez, Cllr R Knight, Cllr D Mahon*, Cllr D Searle*, Cllr S Torn, Cllr S Wilton

Also present: Sarah Norman (Clerk)

* Not in attendance

Terms of Reference : ***“To consider the list of HDC assets and make comment to a future meeting of the Council on potential requests for transfer***

1. Elect a Chairman for the meeting

Cllr. Torn was elected as the Chairman.

2. Apologies

Apologies were received from Cllrs. Mahon and Searle.

3. To note the Community Asset Transfer Process for HDC including forms

Members **NOTED** the Process document as circulated which now included an Expression of Interest Form and an Application Form, with the latter needing to be accompanied by a Business Plan.

4. To receive further information regarding potential assets for preparation of a Business Plan to accompany any final application

Members **NOTED** the information as circulated with the Agenda including income and costs relating to the two assets under consideration.

The Clerk advised that she had requested clarification on the costs listed against Football Goals at Beech Road Recreation Ground and had also queried why the financial reports for the years ending 31st March 2022, 2023 and 2024 had not been provided. A response was awaited.

The Clerk also reported that HDC had advised they were continuing to investigate the legal aspects of any transfer in relation to the car park and a further report was awaited.

It was **NOTED** that the Council had been previously advised that applications for the transfer of income producing assets would only be considered alongside the transfer of a non-income producing asset.

5. Recommendations to Council

Following discussion, it was **AGREED** to **RECOMMEND** to Council that Business Plans be prepared for both assets for consideration of transfer together.

6. To agree a further date

It was **AGREED** that a further meeting would be held when the first draft of the Business Plans were available.



North Horsham Parish Council

Standing Orders

2nd July 2026

Review date - July **2027**

**Adapted from Model Standing
Orders 2018 (Updated 2025)
(England)**

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2 DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall usually start at 7.30pm unless agreed otherwise and a meeting shall not exceed a period of two hours.

COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two thirds of all councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

11. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

12. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda, and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

13. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in

which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

~~14.~~ CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

~~15.~~ PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer, if one is appointed;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its

financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning, Environment and Transport Committee within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Environment and Transport Committee.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Joint Panel on Accountability and Governance - Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section

2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

12. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

12. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by any meeting of the Council held in public is subject to standing order 11.
- b. Absence from work will be reported in line with the Parish Council's absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.
- c. The Chairman of the Council and another member of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council or in his absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter. This matter shall be progressed informally by the most senior employee and reported to the Personnel Committee as appropriate.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council and progressed to the Personnel Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured in a locked cupboard. Electronic records shall be password protected and if possible encrypted.
- i. Access and means of access by keys and/ or computer password to records of employment referred to in standing orders 19(f) and (g) above shall be provided

only to the Clerk, Deputy Clerk and Chairman of the Council. (As in 6.11 of the Financial Regulations)

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. TERMS OF REFERENCE OF NORTH HORSHAM PARISH COUNCIL

- a To consist of 19 Members, with a quorum of seven, including any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to -
 - a. Setting the overall Budget and Precept
 - b. Standing Orders
 - c. Code of Conduct for Members
 - d. Councillor Training
 - e. Emergency organisation
 - f. Major Projects
 - g. Complaints and Grievances (via the Complaints Panel)
 - h. Partnership Initiatives
 - i. Parish Plan
 - j. Liaison with Outside Organisations
 - k. Byelaws
 - l. Council Structure

28. TERMS OF REFERENCE OF THE STANDING COMMITTEES AND WORKING PARTIES OF NORTH HORSHAM PARISH COUNCIL

a) FINANCE AND ADMINISTRATION COMMITTEE

Has delegated authority and should consist of 7 members and may include the Chairman and Vice-Chairman of the Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for -

- a. Initial review of the Annual Accounts
- b. Initial review of Financial Regulations and Financial Policy
- c. Initial review of the Annual Accounts
- d. Initial review of Financial Regulations and Financial Policy
- e. Appointment of Internal Auditor
- f. Initial review of Internal and External Audits
- g. Budget Preparation
- h. Monitoring of Budgets
- i. Insurance
- j. Administrative Office Equipment
- k. Banking arrangements
- l. Payment authorization

- m. Grants
- n. Corporate Business Plan

b) PROPERTY COMMITTEE

Has delegated authority and shall consist of 10 members, with a quorum 3. To meet bi-monthly and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring Committee Budget
- c. All property assets owned by the Council
- d. Property Maintenance including expenditure approvals through the Repairs & Renewals EMR Fund
- e. To review and agree all Health & Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.
- f. To review and adopt the Terms and Conditions of Hire for Parish Council Premises (including the multi-courts)

c) PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE

Has delegated authority and shall consist of 12 members with a quorum 3. To meet every month and to be responsible for the following –

- a. Committee Budget preparation
- b. Monitoring Committee Budget
- c. All planning applications within the Parish
- d. Planning policy
- e. Environmental matters
- f. Local waste policy
- g. Transport matters
- h. Local transport provision

d) PERSONNEL COMMITTEE

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and four other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring of Committee budget
- c. Disciplinary matters involving members of staff
- d. Grievances from members of staff
- e. General staff matters
- f. Staff Training
- g. Staff appraisals
- h. Establishment numbers
- i. Employment legislation

e) INTERNAL CONTROLS WORKING PARTY

Has no delegated authority and reports to the Finance and Administration Committee. The Working Party can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agreed annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following -

- a. Accounting procedures of the Council
- b. Banking procedures
- c. Adherence to Financial Regulations
- d. Internal procedural spot checks

f) COMMUNITY INFRASTRUCTURE LEVY WORKING PARTY

Has no delegated authority and reports to Council. The Working Party can consist of three members - one member from each of the Finance and Administration Committee, Property Committee and Planning, Environment and Transport Committee with a quorum of two. Meetings shall be held twice a year to consider and discuss projects to put forward to Council utilising the CIL money awarded from development. Can consider recommendations from other Committees.

g) COMPLAINTS PANEL

- a. Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.
- b. To meet as required; and to consider and report findings/Recommendations on the following to Council -
 - Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

h) OTHER WORKING GROUPS

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- a. To undertake a task or tasks delegated to it from Council or its Committees
- b. To undertake research and investigative work into a specific project
- c. To put forward alternative suggestions as a means of dealing with the project for consideration
- d. To put forward a series of Recommendations.
- e. It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the decision. Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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	175	25	0	(25)			0.0%	
1175 CIL Payment	90	8,347	0	(8,347)			0.0%	8,347
1176 Precept	401,537	208,395	416,789	208,395			50.0%	
1196 Interest Received	23,497	3,073	20,000	16,927			15.4%	
Administration :- Income	425,299	219,839	436,789	216,950			50.3%	8,347
4007 Councillors Training	45	55	1,000	945		945	5.5%	
4008 Councillors Expenses	6,211	1,542	13,200	11,658		11,658	11.7%	
4021 Telephone/Fax/Internet	2,821	476	3,400	2,924		2,924	14.0%	
4022 Postage	717	77	840	763		763	9.1%	
4023 Stationery and Printing	604	125	1,600	1,475		1,475	7.8%	
4024 Subscriptions	3,456	3,339	3,800	461		461	87.9%	
4025 Insurance	13,268	2,822	16,500	13,678		13,678	17.1%	
4028 IT Costs	3,902	1,664	4,000	2,336		2,336	41.6%	
4029 Website Maintenance	164	180	200	20		20	90.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	882	147	950	803		803	15.5%	
4038 Office Equipment Maint.	517	0	950	950		950	0.0%	
4051 Bank Charges	217	17	350	333		333	4.9%	
4053 PWLB Loan Charges	4,930	0	0	0		0	0.0%	
4057 External Audit Fees	1,365	(1,365)	1,500	2,865		2,865	(91.0%)	
4058 Professional Services	2,985	2,617	4,250	1,633		1,633	61.6%	
4059 Internal Audit Fees	430	(154)	450	604		604	(34.2%)	
4100 Chairman's Allowance	0	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	352	337	2,000	1,663		1,663	16.8%	
4122 Office Equipment	858	0	2,000	2,000		2,000	0.0%	
4123 VE Day 80	1,204	0	0	0		0	0.0%	
4247 Youth Provision	5,000	0	6,000	6,000		6,000	0.0%	
Administration :- Indirect Expenditure	49,926	11,878	63,890	52,012	0	52,012	18.6%	0
Net Income over Expenditure	375,373	207,961	372,899	164,938				
6001 less Transfer to EMR	90	8,347	0	(8,347)				
Movement to/(from) Gen Reserve	375,283	199,614	372,899	173,285				
<u>103 Grants</u>								
4155 Other Grants and Donations	8,344	850	12,000	11,150		11,150	7.1%	
Grants :- Indirect Expenditure	8,344	850	12,000	11,150	0	11,150	7.1%	0
Net Expenditure	(8,344)	(850)	(12,000)	(11,150)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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	1,865	7,900	6,035		6,035	23.6%	
Burial :- Indirect Expenditure	7,461	1,865	7,900	6,035	0	6,035	23.6%	0
Net Expenditure	(7,461)	(1,865)	(7,900)	(6,035)				
<u>106 Personnel</u>								
1178 Training Income	205	0	0	0			0.0%	
Personnel :- Income	205	0	0	0				0
4001 Salaries/NI/Pensions	360,761	59,991	381,000	321,009		321,009	15.7%	
4003 Payroll Admin Charge	735	743	1,450	707		707	51.3%	
4009 Staff Expenses/Mileage	3,231	792	4,500	3,708		3,708	17.6%	
4010 Staff Training	1,834	0	1,600	1,600		1,600	0.0%	
4030 Recruitment Advertising	451	0	250	250		250	0.0%	
4067 Protective Clothing	199	53	400	347		347	13.2%	
Personnel :- Indirect Expenditure	367,211	61,580	389,200	327,620	0	327,620	15.8%	0
Net Income over Expenditure	(367,006)	(61,580)	(389,200)	(327,620)				
<u>301 Allotments</u>								
1050 Allotment Rents	1,111	1,134	1,150	16			98.6%	
Allotments :- Income	1,111	1,134	1,150	16			98.6%	0
4012 Water Rates	291	0	430	430		430	0.0%	
4102 Allotment Rent	275	300	300	0		0	100.0%	
4200 Grass cutting	774	115	855	740		740	13.5%	
4259 Allotment Maintenance	20	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	1,360	415	2,005	1,590	0	1,590	20.7%	0
Net Income over Expenditure	(248)	719	(855)	(1,574)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	13,679	0	12,752	12,752			0.0%	
Amenity, Recs & Open Sp :- Income	13,679	0	12,752	12,752			0.0%	0
4019 Window Cleaning	1,030	144	1,320	1,176		1,176	10.9%	
4200 Grass cutting	17,851	4,608	23,635	19,027		19,027	19.5%	
4250 Bus Shelter Repairs	1,932	1,130	2,205	1,075		1,075	51.2%	
4251 Play Area & M Crts Maint	8,762	408	9,555	9,147		9,147	4.3%	
4252 Open Spaces	5,727	1,940	12,180	10,240	220	10,020	17.7%	
4253 Litter Warden/Clearance	489	63	1,155	1,092		1,092	5.4%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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	2,365	394	2,835	2,441		2,441	13.9%	
4255 Street Lighting - Maint/Supply	5,269	717	6,458	5,741		5,741	11.1%	
4258 Multicourts Maintenance	4,675	695	4,170	3,475		3,475	16.7%	
4260 Workshop	160	0	500	500		500	0.0%	
4302 Notice Board Maintenance	264	43	900	857		857	4.8%	
4303 Festive Lighting	4,480	0	7,000	7,000		7,000	0.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure	53,005	10,142	71,913	61,771	220	61,551	14.4%	0
Net Income over Expenditure	(39,325)	(10,142)	(59,161)	(49,019)				
401 North Heath Hall								
1000 Hall Lettings	80,532	13,237	88,000	74,763			15.0%	
North Heath Hall :- Income	80,532	13,237	88,000	74,763			15.0%	0
4011 NNDR	5,863	864	8,610	7,746		7,746	10.0%	
4012 Water Rates	1,306	369	1,300	931		931	28.4%	
4014 Electricity	3,544	520	3,600	3,080		3,080	14.4%	
4015 Gas	5,523	779	10,500	9,721		9,721	7.4%	
4016 Caretaking Materials	1,643	213	2,095	1,882		1,882	10.2%	
4017 Refuse Bin Clearance	987	161	1,050	889		889	15.3%	
4018 Sanitary Waste	294	51	305	254		254	16.7%	
4019 Window Cleaning	701	115	900	785		785	12.8%	
4034 Maintenance - Electrical	525	0	1,890	1,890		1,890	0.0%	
4035 Maintenance - Elect Eqp Insp	977	80	1,505	1,425		1,425	5.3%	
4036 Maintenance - General	2,139	31	2,835	2,804	685	2,119	25.3%	
4037 Maintenance - Fire Alarm Syt	420	0	725	725		725	0.0%	
4039 Maint - Intruder Alarm	950	425	1,260	835		835	33.7%	
4041 Maintenance - Fire Extg Insp	98	0	200	200		200	0.0%	
4042 Maintenance - Gas Boiler etc	494	0	1,050	1,050		1,050	0.0%	
4044 Maintenance - Partition Wall	790	405	1,155	750		750	35.1%	
4046 Small Equipment	0	0	500	500		500	0.0%	
4061 Legionella Testing	520	17	450	433		433	3.7%	
4063 Maintenance - Plumbing	0	150	800	650		650	18.8%	
4065 Fire Prevention Sundries	0	0	130	130		130	0.0%	
4066 Keyholder Services	180	30	350	320		320	8.6%	
4500 Internal Redecorations	2,025	0	2,000	2,000		2,000	0.0%	
North Heath Hall :- Indirect Expenditure	28,979	4,210	43,210	39,000	685	38,315	11.3%	0
Net Income over Expenditure	51,553	9,028	44,790	35,762				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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>402 Holbrook Recreation Centre</u>								
1000 Hall Lettings	41,851	6,631	44,000	37,369			15.1%	
1010 Multi Court Lettings	27,504	3,178	26,000	22,823			12.2%	
Holbrook Recreation Centre :- Income	69,355	9,808	70,000	60,192			14.0%	0
4011 NNDR	3,493	517	4,935	4,418		4,418	10.5%	
4012 Water Rates	1,716	366	2,774	2,408		2,408	13.2%	
4014 Electricity	3,741	265	3,644	3,379		3,379	7.3%	
4015 Gas	1,459	240	2,400	2,160		2,160	10.0%	
4016 Caretaking Materials	1,293	1,872	3,535	1,663		1,663	53.0%	
4017 Refuse Bin Clearance	987	161	1,029	868		868	15.6%	
4018 Sanitary Waste	378	66	389	323		323	16.9%	
4019 Window Cleaning	370	50	625	575		575	8.1%	
4034 Maintenance - Electrical	297	105	1,365	1,260		1,260	7.7%	
4035 Maintenance - Elect Eqp Insp	617	80	2,805	2,725		2,725	2.9%	
4036 Maintenance - General	1,526	114	2,310	2,196	685	1,511	34.6%	
4037 Maintenance - Fire Alarm Syt	524	0	735	735		735	0.0%	
4039 Maint - Intruder Alarm	991	425	1,155	730		730	36.8%	
4041 Maintenance - Fire Extg Insp	65	0	200	200		200	0.0%	
4042 Maintenance - Gas Boiler etc	683	0	609	609		609	0.0%	
4046 Small Equipment	0	0	500	500		500	0.0%	
4061 Legionella Testing	490	17	420	403		403	4.0%	
4063 Maintenance - Plumbing	71	0	893	893		893	0.0%	
4065 Fire Prevention Sundries	0	0	116	116		116	0.0%	
4066 Keyholder Services	230	30	347	317		317	8.6%	
4500 Internal Redecorations	1,690	0	1,500	1,500		1,500	0.0%	
Holbrook Recreation Centre :- Indirect Expenditure	20,621	4,307	32,286	27,979	685	27,294	15.5%	0
Net Income over Expenditure	48,734	5,501	37,714	32,213				
<u>403 Roffey Millennium Hall</u>								
1000 Hall Lettings	72,931	11,789	78,000	66,212			15.1%	
1004 Equipment Sale/Sundry Income	1,238	230	0	(230)			0.0%	
1006 Refreshment Sale Income	2,652	457	0	(457)			0.0%	
Roffey Millennium Hall :- Income	76,820	12,475	78,000	65,525			16.0%	0
4011 NNDR	7,735	1,060	8,925	7,865		7,865	11.9%	
4012 Water Rates	3,674	1,207	4,000	2,793		2,793	30.2%	
4014 Electricity	10,112	1,477	12,000	10,523		10,523	12.3%	
4015 Gas	5,041	686	6,000	5,314		5,314	11.4%	
4016 Caretaking Materials	3,305	292	1,990	1,698		1,698	14.7%	
4017 Refuse Bin Clearance	2,304	355	2,310	1,955		1,955	15.4%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

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
4018 Sanitary Waste	294	51	305	254		254	16.7%	
4019 Window Cleaning	1,113	159	1,320	1,161		1,161	12.0%	
4020 Refreshment Sale Cost/Sundries	598	23	235	212		212	10.0%	
4034 Maintenance - Electrical	403	0	2,835	2,835		2,835	0.0%	
4035 Maintenance - Elect Eqp Insp	617	80	1,025	945		945	7.8%	
4036 Maintenance - General	3,710	29	4,095	4,066	365	3,701	9.6%	
4037 Maintenance - Fire Alarm Syt	420	0	685	685		685	0.0%	
4039 Maint - Intruder Alarm	972	425	1,260	835		835	33.7%	
4040 Maintenance - Elevator	1,357	192	1,370	1,178		1,178	14.0%	
4041 Maintenance - Fire Extg Insp	94	0	285	285		285	0.0%	
4042 Maintenance - Gas Boiler etc	283	0	1,260	1,260		1,260	0.0%	
4044 Maintenance - Partition Wall	375	0	735	735		735	0.0%	
4046 Small Equipment	0	340	500	160		160	68.0%	
4061 Legionella Testing	530	17	450	433		433	3.7%	
4062 Air Conditionaing Maintenance	270	0	378	378		378	0.0%	
4063 Maintenance - Plumbing	693	0	1,680	1,680		1,680	0.0%	
4064 Lightning Conductor Works	195	0	378	378		378	0.0%	
4065 Fire Prevention Sundries	0	472	600	129		129	78.6%	
4066 Keyholder Services	180	30	347	317		317	8.6%	
4500 Internal Redecorations	2,003	0	3,000	3,000		3,000	0.0%	
Roffey Millennium Hall :- Indirect Expenditure	46,275	6,893	57,968	51,075	365	50,710	12.5%	0
Net Income over Expenditure	30,545	5,582	20,032	14,450				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	67,872	391	0	(391)		(391)	0.0%	391
4901 VAT Contingency	14,643	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	82,515	391	0	(391)	0	(391)		391
Net Expenditure	(82,515)	(391)	0	391				
6000 plus Transfer from EMR	82,515	391	0	(391)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	667,001	256,495	686,691	430,196			37.4%	
Expenditure	665,696	102,531	680,372	577,841	1,955	575,886	15.4%	
Net Income over Expenditure	1,305	153,963	6,319	(147,644)				
plus Transfer from EMR	82,515	391	0	(391)				
less Transfer to EMR	90	8,347	0	(8,347)				
Movement to/(from) Gen Reserve	83,730	146,008	6,319	(139,689)				

Lloyds Bank Accounts

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/04/2026	Horsham Publications Ltd	010426-01	88.20		Newsletter - Apr 26
01/04/2026	Horsham District Council	010426-02	225.28		Waste& Dog Bins Collect-Mar 26
01/04/2026	Horsham District Council	010426-03	258.80		Business Rates - Apr 26
01/04/2026	Horsham District Council	010426-04	431.00		Business Rates - Apr 26 - NHH
01/04/2026	Horsham District Council	010426-05	529.00		Business Rates - Apr 26 - RMH
01/04/2026	Arthur J Gallagher Insurance	010426-06	1,411.07		Insurance Premium Apr-26
02/04/2026	R C Cutting & Co Ltd	020426-01	1,656.00		Surge Protection Instalation
02/04/2026	Enterprise Services Group Ltd	020426-02	100.62		Sanitary /Nappy Bins- Mar 26
02/04/2026	Extinguere Ltd	020426-03	195.60		Fire Extinguere Services
02/04/2026	Glasdon U.K. Ltd	020426-04	223.13		Salt Spreader
02/04/2026	Incor Group Management Ltd	020426-06	574.48		Window Cleaning - Mar 26
02/04/2026	Amazon Business	020426-07	74.92		Onkaar Pandora- Garden Supply
02/04/2026	Host4u Limited	020426-07a	119.99		Domain Renewal- 2026/28
02/04/2026	T C Maintenance	020426-08	662.00		Veg. Cut Back NH Lane bus stop
02/04/2026	Turner Security Systems Ltd.	020426-09	124.80		Replacement Call Point - HTB
02/04/2026	Tony Willett	020426-10	36.00		Milleage - Mar 2026
07/04/2026	British Gas Business	070426-01	300.24		Electr Chgs- 14/02 to 13/03/26
10/04/2026	Cain Markings Ltd	100426-01	834.00		Multi Court Maintenance
10/04/2026	Fire Proofing Ltd	100426-02	469.20		Stage Curtain GFire Proofing
10/04/2026	NETCOM	100426-03	1,361.78		IT Charges -- Apr 26
10/04/2026	RGV Commercial & Domestic Heat	100426-04	180.00		Supply & Fix new Tape
10/04/2026	RBS Software Solutions	100426-05	2,056.80		Rialtas Suite 26/27
10/04/2026	N. Simmonds,	100426-06	230.00		TV Plug repairs
10/04/2026	Amazon Business	100426-07	22.94		Henry Hoover Brush Kit
10/04/2026	BEL Signs	100426-08	62.40		Polo T-Shirt RMH Caretaker
10/04/2026	Grasstex Ltd	100426-09	1,056.59		Grass Cutting
10/04/2026	D. Lees	100426-10	26.55		Milleage - Mar 2026
10/04/2026	Mr Alan Randall	100426-11	49.50		Milleage
10/04/2026	M Stoner,	100426-12	27.00		Milleage
14/04/2026	Petty Cash	140426-01	111.23		Petty Cash trf fm Lloyds Bank
16/04/2026	Horsham District Council	160426-01	71.00		Refuse & Recycle - Apr 26
16/04/2026	Horsham District Council	160426-02	71.00		Refuse & Recycle - Apr 26
16/04/2026	EDF Energy Ltd	160426-03	160.58		Street Lighting Supply- Mar 26
16/04/2026	Horsham District Council	160426-04	193.70		Refuse & Recycle - Apr 26
17/04/2026	Scottish Water Business Stream	170426-01	24.95		Water Rates -04/01 to 03/04/26
17/04/2026	British Gas Business	170426-02	154.36		Gas Chgs - 01/03 to 27/03/2026
17/04/2026	British Gas Business	170426-03	832.82		Gas Chgs - 17/02 to 27/03/2026
20/04/2026	British Gas Business	200426-01	543.79		Gas Chgs - 02/03 to 01/04/2026
20/04/2026	British Gas Business	200426-02	1,213.89		Electr Chgs -01/03 to 31/03/26
20/04/2026	Lloyds Bank plc	200426-03	8.50		Bank Charges -10/02 to09/03/26
22/04/2026	West Sussex County Council	220426.01	29,851.06		Salaries - Mar 2026
23/04/2026	British Gas Business	230426.01	406.63		Electr Chgs -01/03 to 31/03/26
23/04/2026	Amazon Business	230426-01A	118.98		Patio Clearner- Playground
23/04/2026	BEL Signs	230426.02	30.00		Fleece - HTB
23/04/2026	C A Book-Keeping	230426-03	300.00		Yearend Closedown 2025/2026
23/04/2026	Enterprise Services Group Ltd	230426-04	100.62		Sanetary/Nappy Bins - Apr26
23/04/2026	Envea UK Ltd	230426-05	60.00		Legionella Equipment & Calibrt

Lloyds Bank Accounts

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
23/04/2026	Fidelis Security Ltd	230426-06	1,530.00		Alarm-Key holder 26/27
23/04/2026	Horsham District Council	230426-07	10.00		Carbon Literacy - Davidson Fen
23/04/2026	Security Matters	230426-08	565.80		Dorgard x 4
23/04/2026	Streetlights	230426-09	709.51		Street Light Main Contrat26/27
23/04/2026	Viking Direct	230426-10	408.29		Upright Vacuum Cleaner - RMH
Total Payments			50,864.60		

LLoyds Bank Accounts

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/05/2026	Horsham Publications Ltd	010526-01	88.20		News Letter - May 326
01/05/2026	Horsham District Council	010526-02	225.28		Waste & Dog Bin Collect Apr 26
01/05/2026	Horsham District Council	010526-03	258.00		Business Rates - May 26-HTB
01/05/2026	Horsham District Council	010526-04	433.00		Business Rates - May 26-NHH
01/05/2026	Horsham District Council	010526-05	531.00		Business Rates - May 26-RMh
01/05/2026	Arthur J Gallagher Insurance	010526-06	1,411.07		Insurance Premium - May 26
05/05/2026	British Gas Business	050526-01	146.39		Electr Chgs- 14/02 to 13/03/26
07/05/2026	Scottish Water Business Stream	070526-01	365.82		Water Chgs - 22/01 to 21/04/26
07/05/2026	Scottish Water Business Stream	070526-02	1,207.02		Water Chgs - 22/01 to 21/04/26
12/05/2026	CCLA Deposit Account	120526-01	100,000.00		Deposit Trf to CCLA Investment
12/05/2026	Amazon Business	120526-01	311.85		2 no Air Cooler Unit
12/05/2026	Tom Fishburn	120526-03	66.60		Milleage - Apr'26
12/05/2026	Holbrook Primary School	120526-04	550.00		GRANT - HPS
12/05/2026	D. Lees	120526-05	46.35		Milleage - Apr'26
12/05/2026	Brand Garden Products Ltd	230526-06	95.97		Bark for Border
12/05/2026	Amazon Business	230526-06A	33.03		Carpet Tape
12/05/2026	Capital Cleaning (Kent) Ltd	230526-06B	91.75		Twister Floor Pads
12/05/2026	Horsham District Council	260526-06C	10.00		Carbon Literacy Training Cours
12/05/2026	Mulberry Local Authority Servi	120526-07	175.50		Final Audit 2025/26
12/05/2026	N. Simmonds,	120526-08	105.00		Repair & PIR SensorFoyer Light
12/05/2026	Otis Ltd	120526-09	230.22		Lift Maintenance Q1 2026/27
12/05/2026	The Play Inspection Company	120526-10	436.80		Annual P'ground Inspection
12/05/2026	St Catherine's Hospice	120526-11	300.00		GRANT-ST CATHERINE
12/05/2026	Trafalgar Cleaning Equipment L	120526-12	1,989.00		Karcher Floor Machine
12/05/2026	Lisa Underwood	120526-13	14.40		Mileage - Apr 2026
12/05/2026	West Sussex County Council	120526-14	892.16		Payroll AnnualChgsOct 25-Mar26
12/05/2026	Wigthman & Parrish Ltd	120526-15	495.54		Cleaning Supplies
12/05/2026	Horsham District Council	120526-16	1,865.18		Burial Charges Q1-2026/27
12/05/2026	NETCOM	120526-17	497.77		IT Charges - May 26
12/05/2026	N. Simmonds,	120526-18	165.00		Key holder Service - May 26
12/05/2026	Society of Local Council Clerk	120526-19	505.00		SLCC Subs - 2026/27
13/05/2026	CCLA Deposit Account	130626CCLA	100,000.00		Lloyds bank Trf to CCLA Invest
18/05/2026	Lloyds Bank plc	180526-01	8.50		Bank Charges 10/03 to 09/04/26
19/05/2026	Horsham District Council	190526-01	90.00		Refuse & recycling Coll-May 26
19/05/2026	Horsham District Council	190526-02	90.00		Refuse & recycling Coll-May 26
19/05/2026	Horsham District Council	190526-03	160.90		Refuse & recycling Coll-May 26
19/05/2026	EDF Energy Ltd	190526-04	131.81		Purchase Ledger Payment
19/05/2026	British Gas Business	190526-05	417.03		Gas Chgs - 02/04 to 26/04/26
19/05/2026	British Gas Business	190526-06	927.33		Electr Chgs- 01/04 to 30/04/26
21/05/2026	British Gas Business	210526-01	172.47		Gas Chgs - 28/03 to 26/04/26
21/05/2026	Enterprise Services Group Ltd	210526-02	100.62		Sanitary ?Nappy Bins- May 2026
21/05/2026	Grasstex Ltd	210526-03	2,369.48		Grass Cutting
21/05/2026	Zoom Video Communications Inc	210526-04	139.90		Zoom Subs - 2026/27
21/05/2026	T C Maintenance	210526-05	1,940.00		Ground Maintenance - 3B & 5NHH
21/05/2026	West Sussex ALC Ltd.,	210526-06	3,338.94		WSALC/ NALC Subscription 26/27
21/05/2026	Tony Willett	210526-07	45.90		Milleage - Apr 2026
22/05/2026	British Gas Business	220526-01	286.86		Electr Chgs- 01/04 to 30/04/26

LLoyds Bank Accounts

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
22/05/2026	British Gas Business	220526-02	708.24		Gas Chgs - 28/03 to 28/04/26
29/05/2026	West Sussex County Council	290526-01	31,681.90		Salaries - Apr 2026
Total Payments			<u>256,152.78</u>		



North Horsham Parish Council

Code of Conduct

Adapted from the Code of Conduct adopted by Horsham District Council on 28 April 2021, following the decision by full Council to adopt the Local Government Association's New Model Code (with minor amendments as recommended by Standards Committee).

Presented at the North Horsham Parish Council Meeting July 29th 2021 for adoption and last reviewed at the Council Meeting **2nd July 2026**.

~~To be reviewed in July 2027 subject to any changes being made previously in line with matters notified in Appendix C.~~

As agreed at the Council Meeting held 4th September 2026, the Code of Conduct is to be reviewed annually (Min. FC/62/25 refers)

Statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as individual Councillors affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed its Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All Councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of its Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and

Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local Councils can offer advice and support to Town and Parish Councils.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a Local Authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and
- c) who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” covers county councils, district councils, London borough councils, parish councils, town councils, neighbourhood councils fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Local Authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and Local Authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Local Authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a Councillor and/or as a representative of your Council
- you are claiming to act as a Councillor and/or as a representative of your council
- you are giving the impression that you are acting as a Councillor and/or as a representative of your Council
- you refer publicly to your role as a Councillor or use knowledge you could only obtain in your role as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online. Any incident should be made known to the Chairman and/or the Clerk and reported to the Monitoring Officer or Standards Team and/or the relevant social media provider or the police as appropriate. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Local Authority employees, where concerns should be raised in line with the Parish Council's Dignity and Respect at Work Policy.

2. *Bullying, harassment and discrimination*

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Local Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a Councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Local Authority.**

Officers work for the Local Authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

- 4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and**
 - 3. I have consulted the Clerk/ Monitoring Officer prior to its release.**

- 4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Local Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. *Disrepute*

As a Councillor:

5.1 I do not bring my role or Local Authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Local Authority and may lower the public's confidence in you or your Local Authority's ability to discharge your/ its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Local Authority into disrepute.

You are able to hold the Local Authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. *Use of position*

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the Local Authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. *Use of Local Authority resources and facilities*

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the Local Authority or authorising their use by others:

- a. act in accordance with the Local Authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Local Authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Local Authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Local Authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Local Authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Local Authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Local Authority or its governance. If you do not understand or are concerned about the Local Authority's processes in handling a complaint you should raise this with your Clerk/ Monitoring Officer.

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest.

The register is a public document that can be consulted when (or before) an issue arises.

The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Clerk/ Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer via the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer via the Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Local Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer via the Clerk for guidance.

Appendices

Appendix A – the Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the Local Authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer via the Clerk the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer via the Clerk.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor/Member or co-opted Member, or a person connected with the Member or co-opted Member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer via the Clerk with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where the matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the
	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the Councillor's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

You must register as an Other Registerable interest:

A: Any unpaid Directorships	
B: Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
C: Any Body -	(i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a Local Authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A Local Authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A Local Authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



NORTH HORSHAM PARISH COUNCIL

LEGIONELLA CONTROL POLICY

POLICY STATEMENT

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

KEY PRINCIPLES

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

WHO DOES THE POLICY APPLY TO?

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

REVIEW OF THE POLICY

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed biannually. The next review will be July 2027.

1. PROTECTION FROM HAZARDS

- 1.1. The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2. The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British standards, Codes of Practice and Guidance Notes

2. RISK ASSESSMENT

- 2.1. To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2. The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3. The Parish Council will take action where the level of control requires improvement
- 2.4. The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

3. CONTROL ACTION

- 3.1. The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2. Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3. The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

4. USE OF PRODUCTS

- 4.1. The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
 - Water Regulations Advisory Scheme (WRAS)
 - Fittings that bear the relevant British Standards Kitemark
 - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

5. WATER MANAGEMENT SYSTEM

- 5.1.** The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2.** The monitoring tasks required, and their frequencies will be found within this system

6. LEGAL RESPONSIBILITIES AND TRAINING

- 6.1.** The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2.** The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3.** The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

7. REFERENCES

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) - ' Legionnaires Disease - the control of legionella bacteria in water systems'



NORTH HORSHAM PARISH COUNCIL

FIRE SAFETY POLICY

POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005** (FSO), Fire Safety Act 2021 and Fire Safety (England) Regulations 2022.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July **2026**.



NORTH HORSHAM PARISH COUNCIL

Policy for the Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), North Horsham Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- North Horsham Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- North Horsham Parish Council can only ask an individual to provide details of convictions and cautions that North Horsham Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- North Horsham Parish Council can only ask an individual about convictions and cautions that are not protected.
- North Horsham Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- North Horsham Parish Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- North Horsham Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- North Horsham Parish Council select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a

statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- North Horsham Parish Council ensures that all those in North Horsham Parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- North Horsham Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, North Horsham Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- North Horsham Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- North Horsham Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy review

This policy will be reviewed by the Clerk and put before the Council every two years, subject to changes in legislation.

The next review will be due in July 2028.

July 2026

	NORTH HORSHAM PARISH COUNCIL RISK MANAGEMENT SCHEME
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Summary of the work of the Organisation	1. To undertake work associated with Parish and Town Councils. 2. To provide Community venues for hire. 3. To provide office accommodation for the Parish Council. 4. To provide leisure facilities e.g. Play Areas. 5. To provide community facilities e.g. seats, bus shelters, notice boards, land etc.
Name of Responsible Financial Officer/ Proper Officer	Sarah Norman - Clerk to the Council
Date for adoption	July 2021
Reviewed	July 2026
Next Review Due	July 2027

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2.	Management System
3.	Assessing Risk
3.	Internal Control
4.	Insurance
4.	North Horsham Parish Council Supporting Documents.

RISK MANAGEMENT SCHEME

INTRODUCTION

North Horsham Parish Council has a duty to assess and manage risks including the introduction of internal controls and/or external insurance cover where required. Full guidance is given in the SAPPP Practitioners Guide. The Parish Council also has to comply with Fire Safety Regulations, Health and Safety Law and Legionella legislation along with other legal requirements.

North Horsham Parish Council has Policies in place for Health and Safety, Fire Safety and Legionella Control. These are supported by systems for identifying, assessing and recording risk through Health and Safety Risk Assessments, Fire Risk Assessments and Legionella Risk Assessments. The Parish Council has a Financial and Management Risk Assessment which gives an overarching view of risk associated with finance, security, property, legal, IT and the Council's reputation.

The Authority reviews risks annually as a means of addressing any identified risks and putting in place appropriate measures to mitigate and manage risk. This includes internal controls and/or the appropriate use of insurance cover.

The Risk Management Scheme co-ordinates Health and Safety, Fire Safety, Legionella, Financial and Management risks into one document to provide an overarching view of how risk is being managed.

Risk Assessments are carried out using a standard Management System throughout.

MANAGEMENT SYSTEM

PLANNING - There will be a systematic approach to Risk Assessment, the selection of appropriate risk controls and priorities and performance standards will be established.

ORGANISATION - There will be consultation and communication with employees, employee involvement in risk assessment, sharing of information, clear instruction and appropriate training.

ASSESSING RISK - Risk will be evaluated and recorded using a standard matrix of likelihood and impact giving an overall risk level (See page 3).

SCOPE OF THE RISK ASSESSMENT - The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide actions for any necessary improvements to the identified provisions.

INTERNAL CONTROL - The risk will be evaluated against standard responses. Where measures are put in place to mitigate risk there will be a clarification of responsibilities and supervision to ensure that people fulfil their responsibilities. (See below)

ACTION - Improvements, where identified will be recorded and brought to the attention of the Council.

MONITORING - The Risk Management Scheme, policies and risk assessments will be monitored to measure how well hazards are being controlled. Monitoring will include inspections of the workplace and the management system in place; the thorough investigation of incidents and accidents in order to ascertain the underlying causes and effect the remedy.

REVIEW - All Risk Assessments within the Risk Management Scheme will be reviewed at least annually to ensure that they are effective and achieving the correct standard of risk control.

ASSESSING RISK

In order to evaluate risk the potential consequences of an individual risk occurring (impact) is considered along with how likely this is to occur (likelihood). The following matrix is then applied and the overall risk determined.

Likelihood	Highly Likely	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium
		Negligible	Moderate	Severe
Impact				

INTERNAL CONTROL

Risk is unavoidable, and the Parish Council has to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk is called 'internal control' and may involve one or more of the following standard responses:

- **Tolerate the risk** - for risks where the downside is containable with appropriate contingency plans; where possible controls cannot be justified (E.g. because they would be disproportionate) and for unavoidable risks, e.g. terrorism.
- **Treat the risk** - impose controls so that the Parish Council can continue to operate or set up prevention techniques.
- **Transfer the risk** - buying in a service from a specialist external body or taking out insurance.
- **Terminate the activity giving rise to risk** - it may be best to stop an activity if there are intolerable risks or those where no response can bring the risk to a tolerable level.

'Principles of prevention' will also be taken into consideration:-

- (a) Combating the risk at source.
- (b) Avoiding risk where possible.
- (c) Evaluating risks that cannot be avoided.
- (d) Adapting technical process.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy that covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective measures.
- (h) Giving appropriate instructions to employers.

INSURANCE

SAPPP Practitioners' Guide (2026) gives guidance on where insurance can be used to help manage risk as follows:-

- Loss or Damage to physical assets owned by the Parish Council.
- To cover risk of damage to a third-party property or individuals as a consequence of the Parish Council providing services or amenities to the public (public liability).
- To cover risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (public liability).
- To cover loss of cash through theft or dishonesty (fidelity guarantee).
- To cover legal liability as a consequence of asset ownership (public liability).

There may be benefit in working with others to help manage risk through buying in professional services, contracting out or leasing or hiring equipment.

NORTH HORSHAM PARISH COUNCIL SUPPORTING DOCUMENTS

The Risk Management Scheme is supported by the Financial Regulations, Standing Orders, Fire Safety Policy, Health and Safety Statement of General Policy, Legionella Control Policy, Fire Safety Risk Assessments, Health and Safety Risk Assessment and Financial and Management Risk Assessment.

Standing Orders - review July 2026
Financial Regulations - review July 2026
Fire Safety Policy - review July 2026 (next review July 2027)
Health and Safety Statement of General Policy - review July 2027
Legionella Control Policy - reviewed July 2026 (next review July 2028)
Fire Safety Risk Assessments - large documents kept electronically. Independent fire risk assessments was undertaken at :- • Roffey Millennium Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim • North Heath Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim • Holbrook Tythe Barn - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim
Health and Safety Risk Assessment - reviewed May 2026 and the Property Committee has delegated powers to review risk assessments
Legionella Risk Assessment - large documents kept electronically. Legionella Risk Assessments were undertaken at all venues by an independent company in April 2025. No operational issues were raised, and no recommendations made. Next review due April 2027.
Financial and Management Risk Assessment - Last reviewed by the Finance & Administration Committee at the meeting held 23 rd October 2025 (Min. FA/33/25 refers) with the next review due by December 2026.

North Horsham Parish Council

Mowbray Community Building Working Group **Wednesday 11th March 2026 10am**

The meeting was chaired by Cllr Ray Turner, North Horsham Parish Council

Purpose of the meeting : To discuss and make recommendations to Council regard the community building to be delivered as part of the Planning Application DC/16/1677 - Development on land north of Horsham

Attendees : Cllrs. Knight, Searle, Torn and Turner (NHPC)
Sarah Norman (Clerk to NHPC)
Lisa Underwood (Deputy Clerk to NHPC)

1. Welcome and apologies

Apologies had been received from Cllr. Smithurst after the meeting.

2. To receive an update on the equipping and furnishing of the Community Building

Members received hard copies of the following, that had been previously circulated by email, noted the contents and highlighted :-

Fixtures, Fittings & Equipment (FF&E) list as previously provided by NHPC with comments from L&G

- Kitchen appliances : NHPC would be grateful for these to be sourced and installed with no further recourse to NHPC
- Deputy Clerk will provide examples of all the Wightman & Parrish suggested fixtures
- Confirmation required as to whether it is hard flooring throughout and if so, could a “well” be included for matting at both entrances to avoid slippery surfaces
- Noted that the Police would need to provide the furniture for their room
- Whilst it was noted that none of the EVC points could be designated for police use only, this did raise concerns about the car park and whether this in its entirety would be transferred to the management company. The Clerk was asked to get clarification from L&G on NHPC’s involvement with the Management Company and any potential for charges. If the car park for the community building in its entirety was to be under the remit of the management company what would be the cost implications for NHPC?
- The inability to remove the showers before hand over was noted.
- Would any baby changing facilities i.e. drop down mat in toilets be provided? If not, Members agreed that this was something that NHPC would install
- Whilst it was noted that the main hall would include Heat Exchange system, confirm exactly what the heating infrastructure is i.e. underfloor, radiator etc

FF&E schedule including examples

- For the general use chair in the social space/lounge, would prefer the general use chair style as shown on page 4. Noted that NHPC did

originally ask for wipeable surfaces in that area but on reflection feel that these would be too utilitarian. Also, would it be possible to have royal blue chairs to tie in with Parish colour scheme.

Electrical Services : Fire & Security diagram

- Noted that whilst CCTV would not be automatically installed data points only would be installed at identified locations for a future installation.

Kitchen layout plan and CAD of potential visuals

No comments to make

3. To receive any update regarding the Health Facility

There had been no further contact from Dr Greenwood at Courtyard Surgery.

It was noted that L&G had stated that it would be possible to have three sinks provided in the locations previously shown on the plans but that they needed details of any specifications and who would pay for this. Cllr. Searle highlighted that the surgery may have strict specifications for size and the style of tap i.e. elbow lever. It was also felt that any costs arising from a specification other than a standard hand basin with tap would have to be met by the surgery. The Clerk was asked to raise the issue with Dr Greenwood and relay the response to L&G.

Discussion also took place regarding the fire certificate that would be issued on completed and the impact of any alterations to the building by the surgery. Once again Members felt that if a new certificate would be required then any costs would have to be met by the surgery

4. Any other comments

There were no other comments.

5. Conclusion, including decisions to be ratified by Council

A further meeting be held in due course and when further contact has been made by the Surgery.

There were no recommendations to Council.

North Horsham Parish Council Meeting on 2nd July 2026	
Correspondence List 1 from 14 th May to 10 th June 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> • News Release : New cross-party alliance to deliver 'stable and committed' leadership for West Sussex • Residents eNewsletter : New 'cross-party alliance' for West Sussex, have your say on local government reorganisation, help for carers, and more! • Highways, Transport and Planning Parish Newsletter • News Release : Volunteers at the heart of West Sussex communities celebrated • Cllr Sam Raby - World Cup safety advice from WSCC • News Release : Helping to keep West Sussex safe during the World Cup • West Sussex Recycles: Summer of Sport, Recycling Survey and Volunteers Week • WSCC Highways - Recent updates and Feedback request
2.	<u>Horsham District Council</u> • Horsham District Local Plan Briefing - 26th May 2026 • News Release : Name that food truck! Primary school competition opens • Latest News: Government launches second reorganisation consultation for Sussex; Book a stand now for Horsham District Jobs Fair; Name that food truck! Primary school competition opens • Have your say in a District-wide Community Governance Review • News Release : Horsham Museum hosts new Young Curators' Club • News Release : Residents asked to have their say to help improve air quality • News Release : The Capitol Theatre refurbishment on track for November re-opening • Latest News: The Capitol Theatre refurbishment on track for November re-opening; Residents asked to have their say to help improve air quality; Horsham Museum hosts new Young Curators' Club • News Release : The search is on for the 2026 Young Market Trader of the Year • News Release : Council highlight safety concerns regarding frozen food • News Release : Horsham District volunteers are recognised
3.	<u>National Association of Local Councils (NALC)</u> • Chief executive's bulletin - 14 May 2026 • Events 19.05.26 • Chief executive's bulletin - 21 May 2026 • Project Keystone - help shape the future of the sector • Chief executive's bulletin - 28 May 2026 • Events 02.06.26 • Chief executive's bulletin - 4 June 2026 • Events 09.06.26
4.	<u>West Sussex Association of Local Councils (WSALC)</u> • Finance: Parkinson Partnership Upcoming & New Courses
5.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Report Fraud</u> • NHW - We are appealing for witnesses [#666292573] • NHW - Rural Policing [#666295821] • NHW - Survey about Government proposals to merge police forces [#667348303] • Sussex Police - Sceptre week, knife crime devastates lives [#667391908] • NHW - Our News June 2026 is here [#676437388]

	- NHW - Neighbourhood Watch Volunteer Recognition Awards 2026 – Nominations Now Open! [#677841778] - Sussex Police - Fraud Newsletter May 2026 [#680623212] - Report Fraud - Warning for online shoppers after spike in criminals gaining unauthorised access to retailer accounts [#680722789]
6.	<u>NHS Sussex</u> - Surrey and Sussex Spotlight - 26 May 2026 - Surrey and Sussex Spotlight - 9 June 2026
7.	<u>Office for National Statistics</u> Local statistics update - Your May update Issue 17
8.	<u>Other Correspondence</u> - TfSE - In Connections New Travel Factsheets, Electric Buses & National Strategy - AiRS - Community Buildings News May 2026 - High Weald National Landscape - May eNews - AiRS - Horsham Housing Event invite - Royal Mail - Important information service update
9.	<u>Resident letters</u> - Email regarding traffic in Lambs Farm Road - Complaint regarding Booking at HTB