



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Finance & Parking Policy Development Advisory Group

Monday, 7th March, 2022 at 5.30 pm

Via Remote Access

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors:

Tony Hogben (Chairman)	Ray Dawe
Matthew Allen	Brian Donnelly
Tony Bevis	Nigel Jupp
Martin Boffey	Richard Landeryou
Paul Clarke	Stuart Ritchie
Michael Croker	

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 11 January 2022	
To receive the following items relating to the Revenues & Benefits service:	
3. <b>£150 Council Tax Support relief</b>	
To receive a briefing from the Operations Manager on the discretionary element of spend once the £150 to those on Council Tax support is distributed - beneath the £120k threshold	
4. <b>Council Tax (Government) £150 energy bills rebate to bands A to D</b>	
To receive a briefing from the Service Delivery Manager on spending the additional £251k discretionary funding allocation	

5. **Covid Additional Relief Scheme (CARF) - discretionary Rate Relief scheme**

To receive a briefing from the Service Delivery Manager on spending the £3.13m discretionary funding allocation

To receive the following items relating to parking:

6. **Rural car parks roll out**

To receive an update from the Parking Strategy Officer

7. **Car Parks - usage and income**

To receive an update from the Parking Strategy Officer

8. **Forward Plan extract for the Finance & Parking Portfolio**

To note the Forward Plan extract for the Finance portfolio

7 - 10

**Finance Policy Development Advisory Group**  
**11 JANUARY 2022**

Present: Councillors: Tony Hogben (Chairman), Matthew Allen, Tony Bevis, Martin Boffey, Paul Clarke, Michael Croker, Ray Dawe, Brian Donnelly, Nigel Jupp and Stuart Ritchie

Apologies: Councillors: Richard Landeryou

Also Present: Councillor Mike Morgan

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting of the Finance and Assets Policy Development Advisory Group, held on 8 November 2021, were received.

2 **BUDGET AND MEDIUM TERM FINANCIAL STRATEGY**

The Director of Corporate Resources updated the meeting on the current position and presented the 2022/23 draft budget summary. Key points advised included:

- A projected decrease of £1.1m in net expenditure from 2021/22, though still higher than 2020/21 pre-Covid
- A 2.9% increase in C Band Council Tax is factored into the projection, with an overall increase of 2% per annum going forward
- £1.4m savings in costs of employment, as a result of November 2020 restructuring
- £1m on new environmental initiatives, including electric vehicles replacing existing ones as they are decommissioned
- Increasing income from Leisure Centres and car parking after significant reductions in 2020/21

Subsequent discussion included

- Provision for de-carbonisation and environmental measures, though the full financial implications of pursuing this are difficult to quantify and may exceed the levels estimated
- Inflation predictions underpinning the projections are based on the nature of typical Council spend and, as such, are well below the retail-based CPI index. A significant element of Council spend is on staff costs and affected by Local Government pay increases
- Community Link will require significant investment (£360k over 2 years) to enable it to convert from an analogue to digital operational footing. It was recognised that this socially important service would not be able to continue without investment

- Council Tax defaults are not a significant concern, perhaps because of additional support from the County in 2020 and 2021, but business rate defaults remain a greater concern
- Further staffing cuts are not considered appropriate as the Council is already operating in a lean way and further cutbacks may lead to harmful service impacts
- Less well defined (and potentially higher) costs associated with the Green Agenda, including carbon neutralisation, suggest the need for a designated Green Reserve.

### 3 **REVIEW OF PARKING FEES AND CHARGES**

The meeting received a presentation from the Interim Head of Parking and the Parking Strategy Officer updating on proposed charges for 2022/23. Key points included:

- A reduction in year-on-year parking income of £1.2m of which £1m is expected to be recovered over 3 years. The current forecast is in line with the current year's budget, so as expected
- Overall transactions are close to pre-Covid levels but reflects lower average time spent parking in towns, and slower retail activity. Season ticket sales have been affected by the increase in home working
- Benchmarking with neighbouring authorities suggests that there is scope for some charge increases, which is in line with decisions being made in other authorities
- Proposals for increases were presented, typically 10-15% increases, with implementation from June /July 2022

The proposals were received positively, with some more localised comments relating to rural car parks and specific sites. A specific suggestion related to the potential for the more sophisticated systems now installed in the principal town car parks to charge for time actually used rather than for pre-designated slots.

### 4 **COUNCIL TAX REDUCTION SCHEME**

This was consulted on with the PDAG in June and it was recommended that this continued unchanged. Because there are no changes this does not need public consultation, with a report is scheduled to go through Cabinet to Council for approval in time for 2022/23 Council tax billing.

### 5 **BUSINESS RATES DISCRETIONARY CHARITABLE RELIEF**

Business Rates Discretionary Charitable Relief. Advised by PDAG in June that a change should be consulted on to enable up to 100% relief. This was consulted upon, there were no replies but the recommendation is to go ahead with the change.

6 **FURTHER PROVISION OF THE INTERNAL AUDIT SERVICE**

Alternative options have been investigated but all raised questions about cost, quality or timeliness. As a result, the decision is for the current Auditors, Orbis, to be retained for a further five year term from April 2022. Orbis have offered a £20,000 a year reduction in cost.

7 **FORWARD PLAN EXTRACT FOR THE FINANCE PORTFOLIO**

The Forward Plan was noted.

*The meeting closed at 7.20 pm having commenced at 5.30 pm*

CHAIRMAN

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN – Finance & Parking portfolio**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make. The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 March 2022

## **What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.



	<b>Subject and Date of Policy Development Advisory Group for consultation</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
6.	<b>Transformation Fund 2022-23</b>	Cabinet	9 Jun 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk  Deputy Leader and Cabinet Member for Finance (Councillor Tony Hogben)

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