

**SHADOW COUNCIL FOR HORSHAM PARISH COUNCIL
MINUTES OF THE MEETING OF SHADOW HORSHAM PARISH COUNCIL
HELD AT THE COUNCIL CHAMBER, ALBERY HOUSE, HORSHAM
ON MONDAY 23rd MARCH 2026 COMMENCING AT 6pm**

Present Members: District Councillors: M. Boffey, N. Emery, R. Fletcher, C. Franke, A. Frankland and J. Olson (Chair)

Cllr. T. Mitchell – Chair of Denne Neighbourhood Council, Mr. J. Steele – Chair of Horsham Blueprint Neighbourhood Forum, Cllr. D. Sumpter (Vice-chair) – Chair of Forest Neighbourhood Council and Cllr. M. Warrack – Chair of Trafalgar Neighbourhood Council.

In attendance: Gill Gray (Interim Clerk) and Melissa Stallard (Democratic Services Officer)

SC/01/03/26	<p>Public Forum There were no members of the public in attendance.</p>	
SC/02/03/26	<p>Apologies for absence received and notification of substitute Members Apologies were received and accepted from Cllrs. J. Mercer – Council meeting commitment, C. Minto – work commitment, S. Raby – Council meeting commitment and D. Skipp – personal commitment. No apologies were received from Cllrs. C. Trott and C. Sweeney.</p>	
SC/03/03/26	<p>Declarations of Interest Cllrs. C. Franke and J. Olson confirmed they both have allotment plots in the Horsham district; this was not relevant to any item on the Agenda. There were no declarations of interests.</p>	
SC/04/03/26	<p>Minutes of the Shadow Council The Minutes of the Shadow Council meeting held on 24th February 2026 were AGREED and were signed by the Chair and approved as a true record of the meeting. It was RESOLVED: that the minutes of the Shadow Council meeting held on 24th February 2026 be signed and approved as a true record of the meeting.</p>	
SC/05/03/26	<p>Speed Indicator Devices The Shadow Council Members considered the report prepared by the Interim Clerk. The information detailed the implications for Horsham Parish Council adopting the management and licensing for seven speed indicator devices. Following a short debate, the following comments/actions were captured:</p> <ul style="list-style-type: none"> • There is now one more SID adjacent to 100 Comptons Lane installed and this to be updated and reflected in the report for the Parish Council. • The copy of the WSCC licence provided for the meeting was a current example and the exact wording is still not known; further updates are awaited and should be available before the first Parish Council meeting. <p>Actions</p> <ul style="list-style-type: none"> • Interim Clerk to update the report to reflect the installation 	

	<p>of the SID adjacent to 100 Comptons Lane.</p> <ul style="list-style-type: none"> • The Interim Clerk to share the update once received on the situation with the licenses from WSCC. <p>It was moved by Cllr. M. Boffey and seconded by Cllr. A. Frankland and RESOLVED: that the Shadow Council recommend that Horsham Parish Council proceed with the adoption of the SIDs as assets and transfer the relevant licenses and management contracts.</p>	
SC/06/03/26	<p>Budget Update and Precept Request</p> <p>Members considered the report prepared by the Interim Clerk that included a proposed draft budget for 2026/2027 for Horsham Parish Council. Following a short debate, the following comments/actions were captured:</p> <ul style="list-style-type: none"> • The budgeted expenditure breakdown for the allotments was explained by the Interim Clerk; there are communal areas that need grounds maintenance attention. • The Band D tax impact calculation in the report was welcomed by the Chair Cllr. J. Olson. <p>It was moved by Cllr. A. Frankland and seconded by Cllr. M. Warrack and RESOLVED: that the draft budget 2026/2027 and Precept request be recommended for Horsham Parish Council to adopt at the Annual Meeting in May 2026.</p>	
SC/07/03/26	<p>Draft Job Descriptions and Proposed Structure</p> <p>Members considered the draft proposed staffing structure and job descriptions for Horsham Parish Council. During the debate, the following comments were captured:</p> <ul style="list-style-type: none"> • That leave and bank holidays for part-time employees will be pro rata. • Flexible working arrangements will depend on capacity and office and meetings cover. • That the local knowledge of Horsham be an essential criterion for the role of Administrator. • The Interim Clerk clarified the estimated timeline for recruitment and confirmed that the recruitment process will need to be agreed by the new Parish Council. <p>Actions</p> <ul style="list-style-type: none"> • Interim Clerk to update the JDs for the proposed part-time employees accordingly. • A flexible working policy to be draft when the new Parish Council HR Committee are consulted. <p>It was moved by Cllr. N. Emery and seconded by Cllr. T. Mitchell and RESOLVED: that the draft staffing structure be adopted for recommendation to Horsham Parish Council.</p> <p>It was moved by Cllr. N. Emery and seconded by Cllr. T. Mitchell and RESOLVED: that the draft job descriptions for Clerk/RFO, Finance Assistant and Administrator be adopted for recommendation to Horsham Parish Council with the updates to reflect leave for part-time employees.</p>	
SC/08/03/26	<p>Policies and Core Documents</p> <p>Members considered draft policies/documents; comments were invited with a view to recommendation of adoption by the new Parish Council. The following were debated:</p>	

	<ul style="list-style-type: none"> • Annual Risk Register and Assessment Scheme including strategy • Health and Safety Policy • Expenses and Allowances Policy • Disciplinary Policy • Grievance Policy • Safeguarding Policy • Accessibility Statement for website • Civility and Respect Model Councillor/Officer Protocol <p>During the debate, the following comments were captured:</p> <ul style="list-style-type: none"> • Cllr. M. Boffey clarified that the policies will be debated by the new Parish Council before they are adopted. <p>It was moved by Cllr. N. Emery and seconded by Cllr. M. Warrack and RESOLVED: that the policies to be agreed en bloc at the end of the Agenda item.</p> <p>It was moved by Mr. J Steele and seconded by Cllr. N. Emery and RESOLVED: that the draft Annual Risk Register and Assessment Scheme including strategy, draft Health and Safety Policy, draft Expenses and Allowances Policy, draft Disciplinary Policy, draft Grievance Policy, draft Safeguarding Policy, draft Accessibility Statement for the new website and draft Civility and Respect Model Councillor/Officer Protocol be adopted for recommendation to Horsham Parish Council.</p>	
SC/09/03/26	<p>Finance Software for Horsham Parish Council</p> <p>Members considered the report prepared by the Interim Clerk that detailed three quotations for finance software from providers that service existing local councils.</p> <p>It was moved by Cllr. A. Frankland and seconded by Cllr. C. Franke and RESOLVED that the appointed finance software provider be confirmed as Scribe for Horsham Parish Council.</p>	
SC/10/03/26	<p>Payroll Provider for Horsham Parish Council</p> <p>Members considered the report prepared by the Interim Clerk that related to three potential payroll providers.</p> <p>During the debate the following comments were captured:</p> <ul style="list-style-type: none"> • As the third quote is still awaited from WSCC it was agreed that the decision to be deferred to the new Parish Council. <p>It was moved by Cllr. M. Boffey and seconded by Cllr. D. Sumpter and RESOLVED: that the appointment for a payroll provider be deferred to the new Parish Council when a third quote should be available.</p>	
SC/11/03/26	<p>Twinning Event</p> <p>Members considered a report from the Interim Clerk that detailed a planned visit from Lage in Germany; the Horsham District Twinning Association are facilitating the visit. Following a short debate, it was agreed that it be recommended to Horsham Parish Council that the event is supported by the new Council.</p> <p>It was moved by Cllr. N. Emery and seconded by Cllr. R. Fletcher and RESOLVED that it be recommended to Horsham Parish Council that the event is formally supported and provides non-financial assistance within existing operational resources available.</p>	
SC/12/03/26	<p>Internal Auditor for new Parish Council</p>	

	<p>Members considered a report prepared by the Interim Clerk that detailed a recommendation for an internal auditor to provide services for Horsham Parish Council. The Interim Clerk explained that the auditor groups appointments with neighbouring PCs to avoid excessive travel costs and the first audit is only likely to take half a day.</p> <p>It was moved by Cllr. M. Warrack and seconded by Cllr. R. Fletcher and RESOLVED that Mulberry Local Authority Services be appointed as the internal auditor for Horsham Parish Council.</p>	
SC/13/03/26	<p>Banking Arrangements for new Parish Council</p> <p>Members considered a report from the Interim Clerk that detailed a recommendation for banking arrangements for Horsham Parish Council. Unity Trust bank were confirmed as providing services via the local Post Office for ease of access. The Interim Clerk confirmed that two factor authentication is operated for online banking by Unity Trust Bank.</p> <p>It was moved by Cllr. D. Sumpter and seconded by Cllr. T. Mitchell and RESOLVED that Unity Trust Bank be appointed as the bank to be used for Horsham Parish Council; the relevant onboarding documents to be prepared by the Interim Clerk for the first meeting of HPC.</p>	
SC/14/03/26	<p>Community Engagement Strategy and Communications</p> <p>Members considered the draft Community Engagement and Communications Strategy prepared by the Interim Clerk. The following comments were captured during the debate:</p> <ul style="list-style-type: none"> • A newsletter is important but may be a challenge to produce in the early months; this will depend on capacity. • The ninety-day plan will be formed by the new Parish Council and the newsletter can be considered as an option. • Other options that could be considered for community engagement and communication are an E Newsletter and Facebook posts. <p>It was moved by Cllr. M. Boffey and seconded by Cllr. A. Frankland and RESOLVED that the draft Community Engagement and Communications Strategy be recommended for adoption by Horsham Parish Council.</p>	
SC/15/03/26	<p>Horsham Neighbourhood Plan</p> <p>The report prepared by the Interim Clerk was considered by the Shadow Council; Members were invited to note the information. The following comments/actions were captured during the debate:</p> <ul style="list-style-type: none"> • That the statement on the report should be updated to reflect the actual membership of the Neighbourhood Forum that was required to have a minimum of twenty-one members. • That the three Neighbourhood Councils and the Horsham Society have permanent seats on the Steering Group. • That community organisations and interested individuals have also sat on the Steering Group and working groups throughout the life of the Forum. • That under the “Summary” a final item to be added to recommend to the new Parish Council to consider at an early stage how it will seek to keep the Neighbourhood Plan under review. • That the subject title of the report be altered to include the word 	

	<p>“Blueprint”.</p> <ul style="list-style-type: none"> • That the word “wards” is replaced with the word “areas”. • That 2.1 bullet 2 be updated to reflect the NCs initiated a forum with other organisations to create the HBNF. • That 2.3 should be updated to reflect of those that voted 84% of residents voting in favour. • That reference to the plan in the report be updated to the Neighbourhood Plan. <p>Members noted the report.</p>	
SC/16/03/26	<p>Draft Asset Register</p> <p>The Interim Clerk prepared an asset register that captures the confirmed and likely assets that Horsham Parish Council. Members were invited to comment on the first draft.</p> <p>The following comments/actions were captured during the debate:</p> <ul style="list-style-type: none"> • The one gazebo and display boards to be removed from the Asset Register. • That the mobile aspect of one of the SID to be reflected in the register but it will only be recorded as one asset. • That the transfer of the allotment sites is adequately communicated to the allotment plot holders to aid a smooth transition; copies of the correspondence to be sought by the Interim Clerk. • That the allotment income that is collected in April by HDC is reported to the new Parish Council to ensure it is passed over as soon as a bank account is opened. <p>It was moved by Cllr. C. Franke and seconded by Cllr. R. Fletcher and RESOLVED that the draft Asset Register with the amendments be recommended for adoption by Horsham Parish Council at their first meeting.</p>	
SC/17/03/26	<p>Transitional Arrangements for Horsham Parish Council</p> <p>Members considered the report prepared by the Interim Clerk that detailed the transitional arrangements from the Shadow Council to Horsham Parish Council. The following comments were captured during the debate:</p> <ul style="list-style-type: none"> • That the date be stated as 1st April 2026 that the Parish Council of Horsham becomes a legal entity • That the insurance policy will be in place for the Parish Council of Horsham from 1st April 2026. • That the draft documents will be presented to the newly elected Councillors of Horsham Parish Council before their first meeting. <p>Actions</p> <ul style="list-style-type: none"> • That the amendments are updated to the report by the Interim Clerk. <p>It was moved by Cllr. N. Emery and seconded by Cllr. T. Mitchell and RESOLVED that the transitional arrangements be approved with the proposed amendments to ensure legal, administrative and operational arrangements were in place for the new Parish Council.</p>	
SC/18/03/26	<p>Co-option and Horsham Parish Council</p> <p>Members considered the report prepared by the Interim Clerk that detailed the legal position and clarified the process for co-option to Committees for individuals in relation to Horsham Parish Council.</p>	

	Members noted the formal briefing note.	
SC/19/03/26	<p>Interim Horsham Parish Council Logo</p> <p>The Shadow Council considered the draft temporary logo for adoption as an interim measure until the newly elected Councillors can debate and agree a redesign. The following comments were captured during the debate:</p> <ul style="list-style-type: none"> • The old Town Crest was mentioned and the Interim Clerk confirmed that the advice obtained has confirmed that this would be an extremely costly process to pursue if HPC wanted to use the crest as their logo. • There was one query around the size of font used in the design of the temporary logo and is this the same font size used by HDC. • That it was not felt necessary to mention any dates and these should be removed altogether in the report. <p>Actions</p> <ul style="list-style-type: none"> • The information gathered by the Interim Clerk that relates to the historical Town Crest should be included in any reports for the new Parish Council. • Interim Clerk to check with HDC officer if the font is the same for both HDC logo and the HPC temporary logo design. • Interim Clerk to remove mention of dates from the report before it is shared with the new Parish Council. <p>Cllr. D. Sumpter left the meeting.</p> <p>It was moved by Mr. J. Steele and seconded by Cllr. R. Fletcher and RESOLVED that the temporary logo be adopted to be used as an interim measure until such times the new Parish Council consider a more permanent design.</p>	
SC/20/03/26	<p>Proposed Meeting Schedule HPC 2026/2027</p> <p>Members considered the draft meeting schedule prepared for Horsham Parish Council based on recommended Committee structure and known civic events. The following comments/actions were captured during the debate:</p> <ul style="list-style-type: none"> • There is a potential clash on 19th May with a HDC Planning Committee. • That the schedule should be updated to show the days of the week as well as the date so it is clearer when the meetings are scheduled. • That the updated schedule be uploaded to the HDC website once available. • That a community event be added – Rotary Event and Children’s Parade – 5th July 2026. <p>It was moved by Cllr. N. Emery and seconded by Cllr. A. Frankland and RESOLVED that the meeting schedule with the amendments be recommended to HPC with the caveat that venues will need to be identified by the Interim Clerk for the meetings after 30th September 2026.</p>	
SC/21/03/26	<p>HPC Office and Meeting Space Update</p> <p>Interim Clerk shared a verbal update with Members that included:</p> <ul style="list-style-type: none"> • Park Barn will not be available for hire after 30th September 2026. • St Marys Barn is an alternative venue for Full Council meetings 	

	<p>but is only available on a Thursday evening.</p> <ul style="list-style-type: none"> • There is the potential to use the Rigge Room in the Quaker House next door to Freedom Works for smaller Committee meetings. • The first month's rental has been agreed and the agreement signed by HDC for the office space in The Courtyard, Freedom Works. It covers the period from 1st May to 1st June 2026 with a total cost of £1,375 plus VAT. HDC will be seeking reimbursement of this cost when HPC have received their Precept. • Interim Clerk received a couple of further suggestions for alternative evening meeting venues and will follow up to gauge availability. <p>Members noted the verbal report.</p>	
SC/22/03/26	<p>Correspondence</p> <p>Members were invited to report on any correspondence received in their area that relates to the new Parish Council. There no items of correspondence reported.</p>	
SC/23/03/26	<p>Shadow Council</p> <p>The Shadow Council is officially dissolved on Tuesday 31st March 2026. Horsham Parish Council is formally constituted on 1st April 2026.</p> <p>Members noted the information.</p> <p>The Interim Clerk and Chair were both thanked for all the work involved in preparing and managing the Shadow Council meetings.</p>	

The Chair closed the meeting at 7.38pm.

Signed

Date