



Slinfold Parish Council

Slinfold Football Club, Hayes Lane, West
Sussex, RH13 0SQ email: clerk@slinfold-pc.gov.uk

Minutes of the Finance and Establishment Committee Meeting 20th October 2025

1. Attendance and apologies for absence

In attendance: Councillors Pyle, Slipper and Nigel Smith (Chair).

Apologies: Councillor Roberts which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk).

2. Public Session

To hear from any members of the public present about an item on the agenda

There were no members of the public present.

3. Declaration of Interests and notification of change to members' interests

To receive any declarations

There were none.

4. Minutes

To review and approve the minutes from the meeting on 19th June 2025

It was **RESOLVED** to approve the minutes as a true and accurate record.

5. Finance and administration

(a) To review the Council's reserves

Councillors noted the earmarked reserves (see appendices).

(b) To review the Council's variance report for 6 months and consider any virements

The current budget vs actual was discussed and the Clerk recommended some virements as there would be large under expenditure for streetlight electricity. There was also money allocated to an unused grounds maintenance code whereupon it was **RESOLVED** to make the following virements:

£1,172 from 4410 to 4435

£1,100 from 4510 to 4420

£337 from 4510 to 4400

£1,500 from 4510 to 4390

£1,000 from 4510 to 4435

(c) To discuss a draft budget for 2026-27

The Clerk presented a draft budget (see appendices). There was currently a £9,943 deficit as the precept had been kept the same. Income from interest would be less and there was a potential grant from AJW to cover the Cosy Café, if they were willing to sponsor it again, which had been left out. It was also agreed that some of the environment cleansing grant could be used to cover the cost of litter and dog bin collections. Therefore, it was agreed to make those corrections and add an inflationary increase to the precept which could then be discussed at the next Council meeting.

6. Buildings and maintenance

(a) To receive an update on Slinfold Stores

The Clerk advised that the claim he had made on the Council's insurance for repairing the bowing wall and thermal cracking had been declined as it was not covered. Had it been subsidence, then

it would have been covered. He was still trying to obtain quotes for the works highlighted in the surveyor's report.

(b) To receive an update on the football club

There was no update.

(c) To receive an update on the tennis club

There was no update.

(d) To discuss applying to transfer the Scout Hut (and land) from the District Council to the Parish Council

The transfer of the Scout Hut from HDC to the Parish Council was discussed. The Clerk had circulated the HDC asset transfer policy (see appendices) and highlighted some issues- especially with section 5.2. Due to the clawback, pre-emption and restricted use provisions, Councillors agreed that they would recommend that the Council should not proceed with the next stage of submitting a business case. Furthermore, it was unclear from the lease whether HDC or the Scouts owned the hut.

(e) To discuss any other issues

There were none.

Slinfold Parish Council
Annual Budget - By Centre

12:57

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Income											
118	Horsham Lottery	0	184	0	0	0	0	0	63	0	0	0
1010	Section 104	0	0	0	0	0	0	0	30,000	0	0	0
1076	Precept	66,220	66,220	0	0	75,317	0	75,317	37,659	75,317	0	0
1080	Bank Interest	2,000	5,561	0	0	8,180	0	8,180	124	4,000	0	0
1090	CIL Income	0	0	0	0	0	0	0	17,654	0	0	0
1100	Grants Received	0	3,375	0	0	2,500	0	2,500	500	0	0	0
1120	Environment Cleansing	3,492	3,652	0	0	3,700	0	3,700	1,897	0	0	0
1999	Miscellaneous Income	0	1,264	0	0	0	0	0	0	0	0	0
	Total Income	71,712	80,256	0	0	89,697	0	89,697	87,896	79,317	0	0
6001	less Transfer to EMR	0	4,336	0	0	0	0	0	20,114	0	0	0
	Movement to/(from) Gen Reserve	71,712	75,920			89,697		89,697	67,783	79,317		
200	Administration											
4000	Clerk & Environment Officers	39,000	50,899	0	0	54,000	0	54,000	23,277	55,500	0	0
4025	EO Expenses	0	1,006	0	0	500	0	500	47	250	0	0
4055	Training	0	56	0	0	150	0	150	0	150	0	0
4060	Audit	650	809	0	0	650	0	650	193	650	0	0
4065	Miscellaneous Expenditure	0	457	0	0	0	0	0	0	0	0	0
4070	Legal & Consultancy	0	28	0	0	30	0	30	25	0	0	0
4075	Bank Fees	0	28	0	0	30	0	30	0	0	0	0
4080	Subscriptions	689	724	0	0	720	0	720	731	753	0	0
4091	Chair's Allowance	0	400	0	0	400	0	400	0	400	0	0
4100	Insurance	1,691	2,252	0	0	2,000	0	2,000	2,298	2,389	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4110	Recruitment & Training	200	0	0	0	100	0	100	0	0	0	0
4120	Home Office	60	75	0	0	180	0	180	0	0	0	0
4130	Hall Hire	200	798	0	0	600	0	600	402	800	0	0
4135	FC Office Hire	0	300	0	0	300	0	300	0	300	0	0
4140	Website and email	900	560	0	0	570	0	570	560	570	0	0
4150	Software	0	291	0	0	350	0	350	203	320	0	0
4160	Stationery/printing	0	0	0	0	100	0	100	0	0	0	0
	Overhead Expenditure	43,390	58,683	0	0	60,680	0	60,680	27,735	62,082	0	0
	Movement to/(from) Gen Reserve	(43,390)	(58,683)			(60,680)		(60,680)	(27,735)	(62,082)		
250	Football Club											
1200	Rental Income	1,000	150	0	0	150	0	150	0	150	0	0
1205	Insurance Reclaimed	305	330	0	0	330	0	330	0	400	0	0
1210	Grounds Maintenance Reclaim	700	594	0	0	650	0	650	0	400	0	0
	Total Income	2,005	1,074	0	0	1,130	0	1,130	0	950	0	0
4200	Repairs & Improvements	0	1,174	0	0	0	0	0	165	0	0	0
	Overhead Expenditure	0	1,174	0	0	0	0	0	165	0	0	0
	Movement to/(from) Gen Reserve	2,005	(100)			1,130		1,130	(165)	950		
255	Tennis Club											
1200	Rental Income	150	150	0	0	150	0	150	0	150	0	0
1205	Insurance Reclaimed	332	359	0	0	359	0	359	0	360	0	0
1210	Grounds Maintenance Reclaim	520	333	0	0	520	0	520	0	900	0	0
	Total Income	1,002	842	0	0	1,029	0	1,029	0	1,410	0	0

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Slinfold Parish Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4200 Repairs & Improvements	0	900	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	900	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	1,002	(58)			1,029		1,029	0	1,410		
260 Community Shed											
1205 Insurance Reclaimed	110	92	0	0	92	0	92	0	92	0	0
Total Income	110	92	0	0	92	0	92	0	92	0	0
Movement to/(from) Gen Reserve	110	92			92		92	0	92		
270 Slinfold Stores											
1200 Rental Income	1,000	1,000	0	0	1,000	0	1,000	250	1,000	0	0
1205 Insurance Reclaimed	327	354	0	0	354	0	354	0	300	0	0
Total Income	1,327	1,354	0	0	1,354	0	1,354	250	1,300	0	0
4200 Repairs & Improvements	0	6,230	0	0	0	0	0	750	0	0	0
Overhead Expenditure	0	6,230	0	0	0	0	0	750	0	0	0
270 Net Income over Expenditure	1,327	-4,876	0	0	1,354	0	1,354	-500	1,300	0	0
6000 plus Transfer from EMR	0	4,730	0	0	0	0	0	750	0	0	0
Movement to/(from) Gen Reserve	1,327	(146)			1,354		1,354	250	1,300		
300 Community Services											
4200 Repairs & Improvements	0	24	0	0	0	0	0	0	0	0	0
4310 Community Events	3,000	3,526	0	0	3,200	0	3,200	2,523	2,800	0	0
4320 Youth Services	7,500	7,469	0	0	8,600	0	8,600	4,862	8,000	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4370	Newsletters/Promotions	2,600	2,907	0	0	2,700	0	2,700	1,478	3,000	0	0
4380	Community Improvement Projects	1,500	0	0	0	0	0	0	0	0	0	0
4390	Grants Made	1,500	3,195	0	0	1,000	0	1,000	0	2,500	0	0
4395	Cosy Café	1,500	2,832	0	0	2,500	0	2,500	1,363	2,800	0	0
	Overhead Expenditure	17,600	19,953	0	0	18,000	0	18,000	10,225	19,100	0	0
6000	plus Transfer from EMR	0	160	0	0	0	0	0	1,874	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,600)</u>	<u>(19,793)</u>			<u>(18,000)</u>		<u>(18,000)</u>	<u>(8,352)</u>	<u>(19,100)</u>		
350	Recreation											
4200	Repairs & Improvements	0	486	0	0	0	0	0	737	0	0	0
4400	Bin collection	370	510	0	0	385	0	385	361	750	0	0
4405	Dog bins	1,150	1,024	0	0	1,180	0	1,180	507	1,050	0	0
4410	Grounds Maintenance	6,700	6,335	0	0	1,172	0	1,172	0	0	0	0
4412	Grounds Maintenance Extra Cuts	0	160	0	0	0	0	0	725	850	0	0
4415	Equipment	180	0	0	0	0	0	0	0	0	0	0
4420	King George V	500	734	0	0	470	0	470	1,395	1,260	0	0
4421	KGV playground inspection	0	0	0	0	0	0	0	0	270	0	0
4425	Six Acres	0	6,764	0	0	1,800	0	1,800	2,943	2,875	0	0
4426	Six Acres playgroundinspection	0	0	0	0	0	0	0	0	125	0	0
4430	Playground Inspections	0	204	0	0	215	0	215	0	0	0	0
4435	Grounds Maintenance Cherrytree	0	5,839	0	0	2,300	0	2,300	4,215	1,300	0	0
4436	GM Football Club	0	0	0	0	0	0	0	0	400	0	0
4437	GM Tennis Club	0	0	0	0	0	0	0	0	900	0	0
	Overhead Expenditure	8,900	22,056	0	0	7,522	0	7,522	10,882	9,780	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	6,764	0	0	0	0	0	3,547	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,900)</u>	<u>(15,292)</u>			<u>(7,522)</u>		<u>(7,522)</u>	<u>(7,335)</u>	<u>(9,780)</u>		
400	Highways & Byways											
4200	Repairs & Improvements	2,000	0	0	0	0	0	0	0	0	0	0
4500	Hayes Lane Drainage	0	4,050	0	0	0	0	0	0	0	0	0
4510	Streetlights & Maintenance	7,000	5,543	0	0	7,100	0	7,100	1,276	2,050	0	0
	Overhead Expenditure	9,000	9,593	0	0	7,100	0	7,100	1,276	2,050	0	0
6000	plus Transfer from EMR	0	4,050	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(9,000)</u>	<u>(5,543)</u>			<u>(7,100)</u>		<u>(7,100)</u>	<u>(1,276)</u>	<u>(2,050)</u>		
999	VAT Data											
115	VAT on Receipts	0	14,097	0	0	0	0	0	318	0	0	0
	Total Income	0	14,097	0	0	0	0	0	318	0	0	0
515	VAT on Payments	0	5,984	0	0	0	0	0	824	0	0	0
	Overhead Expenditure	0	5,984	0	0	0	0	0	824	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>8,113</u>			<u>0</u>		<u>0</u>	<u>(506)</u>	<u>0</u>		
	Total Budget Income	76,156	97,715	0	0	93,302	0	93,302	88,464	83,069	0	0
	Expenditure	78,890	124,572	0	0	93,302	0	93,302	51,857	93,012	0	0
	Net Income over Expenditure	<u>-2,734</u>	<u>-26,857</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,607</u>	<u>-9,943</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	15,704	0	0	0	0	0	6,171	0	0	0
	less Transfer to EMR	0	4,336	0	0	0	0	0	20,114	0	0	0

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**Slinfold Parish Council
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(2,734)</u>	<u>(15,490)</u>			<u>0</u>		<u>0</u>	<u>22,664</u>	<u>(9,943)</u>		

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	106,802.16	1,257.08	108,059.24
321 EMR Environment Cleansing	4,448.22	563.97	5,012.19
322 EMR Scout Hut	40,000.00		40,000.00
324 EMR-Cosy Cafe	2,524.00	-1,300.54	1,223.46
325 EMR Neighbourhood Plan	0.00	5,000.00	5,000.00
380 EMR - CIL	44,249.45	16,903.68	61,153.13
395 EMR Village DAY	0.00	-10.48	-10.48
	<u>198,023.83</u>	<u>22,413.71</u>	<u>220,437.54</u>

Detailed Receipts & Payments by Budget Heading 25/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
118 Horsham Lottery	63	0	(63)			0.0%	63
1010 Section 104	30,000	0	(30,000)			0.0%	
1076 Precept	37,659	75,317	37,659			50.0%	
1080 Bank Interest	124	8,180	8,056			1.5%	
1090 CIL Income	17,654	0	(17,654)			0.0%	17,654
1100 Grants Received	500	2,500	2,000			20.0%	500
1120 Environment Cleansing	1,897	3,700	1,803			51.3%	1,897
	<u>87,896</u>	<u>89,697</u>	<u>1,801</u>			<u>98.0%</u>	<u>20,114</u>
Income :- Receipts							
	<u>87,896</u>	<u>89,697</u>	<u>1,801</u>				
Net Receipts							
6001 less Transfer to EMR	20,114						
Movement to/(from) Gen Reserve	<u>67,783</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	23,277	54,000	30,723		30,723	43.1%	
4025 EO Expenses	47	500	453		453	9.4%	
4055 Training	0	150	150		150	0.0%	
4060 Audit	193	650	458		458	29.6%	
4070 Legal & Consultancy	25	30	5		5	83.3%	
4075 Bank Fees	0	30	30		30	0.0%	
4080 Subscriptions	731	720	(11)		(11)	101.5%	
4091 Chair's Allowance	0	400	400		400	0.0%	
4100 Insurance	2,298	2,000	(298)		(298)	114.9%	
4110 Recruitment & Training	0	100	100		100	0.0%	
4120 Home Office	0	180	180		180	0.0%	
4130 Hall Hire	402	600	198		198	67.0%	
4135 FC Office Hire	0	300	300		300	0.0%	
4140 Website and email	560	570	10		10	98.2%	
4150 Software	203	350	147		147	58.0%	
4160 Stationery/printing	0	100	100		100	0.0%	
	<u>27,735</u>	<u>60,680</u>	<u>32,945</u>	<u>0</u>	<u>32,945</u>	<u>45.7%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(27,735)</u>	<u>(60,680)</u>	<u>(32,945)</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	330	330			0.0%	
1210 Grounds Maintenance Reclaim	0	650	650			0.0%	
	<u>0</u>	<u>1,130</u>	<u>1,130</u>			<u>0.0%</u>	<u>0</u>
Football Club :- Receipts							

Detailed Receipts & Payments by Budget Heading 25/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Repairs & Improvements	165	0	(165)		(165)	0.0%	
Football Club :- Indirect Payments	165	0	(165)	0	(165)		0
Net Receipts over Payments	(165)	1,130	1,295				
<u>255 Tennis Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	359	359			0.0%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
Tennis Club :- Receipts	0	1,029	1,029				0
Net Receipts	0	1,029	1,029				
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	92	92			0.0%	
Community Shed :- Receipts	0	92	92				0
Net Receipts	0	92	92				
<u>270 Slinfold Stores</u>							
1200 Rental Income	250	1,000	750			25.0%	
1205 Insurance Reclaimed	0	354	354			0.0%	
Slinfold Stores :- Receipts	250	1,354	1,104			18.5%	0
4200 Repairs & Improvements	750	0	(750)		(750)	0.0%	750
Slinfold Stores :- Indirect Payments	750	0	(750)	0	(750)		750
Net Receipts over Payments	(500)	1,354	1,854				
6000 plus Transfer from EMR	750						
Movement to/(from) Gen Reserve	250						
<u>300 Community Services</u>							
4310 Community Events	2,523	3,200	677		677	78.8%	510
4320 Youth Services	4,862	8,600	3,738		3,738	56.5%	
4370 Newsletters/Promotions	1,478	2,700	1,222		1,222	54.7%	
4390 Grants Made	0	1,000	1,000		1,000	0.0%	
4395 Cosy Café	1,363	2,500	1,137		1,137	54.5%	1,363
Community Services :- Indirect Payments	10,225	18,000	7,775	0	7,775	56.8%	1,874
Net Payments	(10,225)	(18,000)	(7,775)				
6000 plus Transfer from EMR	1,874						
Movement to/(from) Gen Reserve	(8,352)						

Detailed Receipts & Payments by Budget Heading 25/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Recreation</u>							
4200 Repairs & Improvements	1,466	0	(1,466)		(1,466)	0.0%	1,333
4400 Bin collection	361	385	24		24	93.8%	
4405 Dog bins	507	1,180	673		673	43.0%	
4410 Grounds Maintenance	0	1,172	1,172		1,172	0.0%	
4412 Grounds Maintenance Extra Cuts	725	0	(725)		(725)	0.0%	
4420 King George V	1,145	470	(675)		(675)	243.6%	
4425 Six Acres	2,258	1,800	(458)		(458)	125.4%	2,258
4430 Playground Inspections	0	215	215		215	0.0%	
4435 Grounds Maintenance Cherrytree	3,700	2,300	(1,400)		(1,400)	160.9%	
Recreation :- Indirect Payments	<u>10,161</u>	<u>7,522</u>	<u>(2,639)</u>	<u>0</u>	<u>(2,639)</u>	<u>135.1%</u>	<u>3,591</u>
Net Payments	<u>(10,161)</u>	<u>(7,522)</u>	<u>2,639</u>				
6000 plus Transfer from EMR	3,591						
Movement to/(from) Gen Reserve	<u>(6,570)</u>						
<u>400 Highways & Byways</u>							
4510 Streetlights & Maintenance	1,276	7,100	5,824		5,824	18.0%	
Highways & Byways :- Indirect Payments	<u>1,276</u>	<u>7,100</u>	<u>5,824</u>	<u>0</u>	<u>5,824</u>	<u>18.0%</u>	<u>0</u>
Net Payments	<u>(1,276)</u>	<u>(7,100)</u>	<u>(5,824)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	318	0	(318)			0.0%	
VAT Data :- Receipts	<u>318</u>	<u>0</u>	<u>(318)</u>				<u>0</u>
515 VAT on Payments	970	0	(970)		(970)	0.0%	
VAT Data :- Indirect Payments	<u>970</u>	<u>0</u>	<u>(970)</u>	<u>0</u>	<u>(970)</u>		<u>0</u>
Net Receipts over Payments	<u>(652)</u>	<u>0</u>	<u>652</u>				
Grand Totals:- Receipts	88,464	93,302	4,838			94.8%	
Payments	51,282	93,302	42,020	0	42,020	55.0%	
Net Receipts over Payments	<u>37,182</u>	<u>0</u>	<u>(37,182)</u>				
plus Transfer from EMR	6,215						
less Transfer to EMR	20,114						
Movement to/(from) Gen Reserve	<u>23,284</u>						

**HORSHAM DISTRICT COUNCIL
COMMUNITY ASSET TRANSFER POLICY
JULY 2025**

1. Introduction

This Policy sets out the process governing the transfer of assets to Town and Parish Councils and other community organisations.

It outlines what is expected of organisations who wish to apply to have assets transferred to them, and sets out the decision making framework.

The Policy does not apply to any asset transfer that is being delivered following a Community Governance Review. It also does not apply to housing stock or commercial premises.

Horsham District Council (“the Council”) will maintain an ‘Asset List’ that sets out which assets bodies can apply to have transferred to them.

2. Definition of a Community Asset Transfer?

Community Asset Transfer is defined as “the transfer of land or buildings from the Council into ownership of community organisations as listed in section 6 below”.

3. Principles

The transfer of any community asset must:

- be undertaken in line with relevant statutory and constitutional provisions;
- align with the Council’s priorities and strategic objectives;
- be surplus to the Council’s operational requirements and not required for core service delivery or future strategic use.

Before undertaking any transfer, the Council will undertake a thorough assessment of the associated risks and benefits. In doing so, it will have regard to the following key considerations:

- The nature, purpose and capacity of the applicant;
- The governance structures of the applicant;
- The outcome of an option appraisals, particularly in the context of the Council’s wider asset management strategy including the consideration of any financial implications to the Council;
- Any alignment with the Council’s objectives, including contributions to community wellbeing and service delivery;
- A comprehensive risk assessment, identifying and mitigating potential liabilities;
- The strength and sustainability of the applicant’s business case; and
- Any demonstrable Social, Economic or Environmental benefits arising from the proposed transfer.

Land or property can be deemed surplus to requirement where it meets one or more of the following:

- (a) It makes no contribution to the delivery of the Council's services, strategic or corporate objectives;
- (b) An alternative site has been identified which would be more cost effective in delivering the Council's services;
- (c) It has no potential for strategic or regeneration/redevelopment purposes in the near future;
- (d) It will not contribute to the provision of a sustainable pattern of development;
- (e) It makes no contribution to protecting and enhancing the natural, built and historic environment, including making no contribution to helping improve biodiversity; and
- (f) Where the Council deems it to be on other reasonable grounds, including that of being "under-used".

4.1 What Assets can be suitable for transfer?

Any Asset included on the Asset List is considered suitable for potential transfer, subject to further assessment and legal due diligence.

Any Assets suitable for transfer will be fit for purpose and in a reasonable state of repair, in the opinion of the Council, acting reasonably.

If the potential transferee considers that investment in the Asset would be appropriate, this will be negotiated between the two parties.

The Council is under no requirement to transfer an asset and retains the discretion to decline a transfer request in any circumstances.

The Council will not consider applications for an Asset transfer where it:

- Has been identified as being required for strategic, planning or redevelopment/regeneration purposes;
- Would be used solely for religious purposes/activities; and
- Would be used solely for political purposes/activities.

5. Financial and Legal Considerations

5.1 Financial Considerations

The financial implications associated with any Asset transfer will be fully considered. Accordingly, the Council's section 151 Officer will provide an assessment on the financial impact of the potential Asset transfer.

5.2 Legal Considerations

5.2.1 The terms of any Asset transfer will be determined solely by the Council and may include, but are not limited to, the following provisions:

- (i) Clawback provisions (overage clauses to recover the value in the event of future disposal or change of use);
- (ii) Pre-emption rights (granting the Council the first right of refusal should the Asset be offered for sale);
- (iii) Use restrictions (limiting the Asset's use to specified community purposes);
- (iv) Reversion clauses (allowing the Asset to revert to the Council in the event of non-compliance or mis-use); and
- (v) Restrictive covenants (prohibiting disposal without the Council's consent, requiring that any disposal be for community benefit only, preventing sale for private or commercial gain).

5.2.2 The transfer of any Assets will comply with all applicable legislation including, but not limited to: (i) the Local Government Act 1972 (disposals at best value), (ii) the General Disposal Consent 2003 (disposals at undervalue), (iii) the subsidy control regime, and, (iv) the Local Government Transparency Code 2015 (the requirement to publish details of land and property declared surplus to requirement).

6 Eligibility Criteria

Applicants must be constituted for community, social or environmental purposes and operate on a not-for-profit basis.

It is anticipated that in most cases, the transfer of Assets will be to Town or Parish Councils.

Other types of organisation that are eligible to apply for Asset transfers include:

- Community Interest Company;
- Charitable Trust;
- Charitable Incorporated Organisation;
- Charitable Company; and
- Other legal entities provided they are a wholly Voluntary or Community Organisations.

Additionally, any such organisation would need to be based within the area of the Horsham District and have strong links with and be of benefit to the community within Horsham District.

The Council reserves the right to waive compliance with any conditions where it considers such a waiver to be appropriate and reasonable in the circumstances.

7. Application Process

- (i) Expression of interest:

The applicant should submit a written expression of interest detailing the specific land/building that is the subject of the application, an explanation of the reasoning behind why it is needed and the aims and objectives of the transfer.

(ii) Internal review – officers, SLT and Ward Councillor consultation

First, relevant teams within the Council will review the expression of interest and seek the views of the Statutory Officers to establish if (i) the applicant is suitable and meets the requirements laid out in this policy, and, (ii) the Asset is deemed suitable and appropriate for transfer.

Second, relevant Ward Councillors, the Chairmen of the Policy and Scrutiny Committees and the relevant Cabinet Member(s) will be invited to comment on the proposals.

Third, the relevant officer team will make a recommendation on whether the Asset transfer should proceed, which will be submitted to the Council's Senior Leadership Team (SLT). (This recommendation will take into account the views of the Council's Statutory Officers and the Ward Councillors).

Fourth, should SLT deem the applicant or Asset unsuitable for transfer, the applicant will be notified. Any decision is final and not open to challenge.

If SLT agree that the application should progress the applicant will be invited to submit a detailed, evidenced business case and feasibility study. This will be assessed and evaluated against the criteria laid out in this policy.

(iii) Formal application

Applicants must submit:

- A business case demonstrating community benefit (social, economic, environmental) and sustainability;
- Evidence of community support and engagement;
- Details for the proposed use of the Asset and how it will be retained for community use and benefit;
- A management plan for the Asset;
- Evidence of good governance and financial sustainability;
- Details of its governance structure and constitution (or equivalent document);
- Any other information as is deemed appropriate by the Council having regard to the nature of the Asset and the identity of the applicant.

The Council reserves the right to request any additional information it considers necessary following its review of the documentation submitted with the initial application.

8. Decision-Making

The final decision to approve an Asset transfer will rest with either the relevant Cabinet Member or the Cabinet, based on officer recommendation and, where appropriate, the outcome of community consultation.

9. Completion

Heads of Terms will be agreed detailing all the main aspects of the transaction leading to the Council's legal team drafting formal documentation. This final stage will require the applicant to work collaboratively with the Council in order to avoid delays to the completion of the transfer.

10. Review

This policy will be reviewed as and when required to incorporate legislative requirements, regulatory amendments, best practice developments, or to address any operational issues that arise as a result of this policy.