

Local Government Transparency Code Statements

HENFIELD PARISH COUNCIL

FRAUD

Local Authorities must publish the following information about their counter fraud work

- Number of occasions they use powers under the Prevention of Social Housing Fraud (Power to require Information) (England) Regulations or similar powers
- Total number (absolute and full time equivalent) of employees undertaking investigations and prosecutions of fraud.
- Total number (absolute and full-time equivalent of professionally-accredited counter fraud specialists
- Total amount spent by the authority on the investigation and prosecution of fraud
- Total number of fraud cases investigated.

Henfield Parish Council has no staff members undertaking fraud investigation work and therefore has no information to publish

GOVERNMENT PROCUREMENT CARD TRANSACTIONS

Local Authorities must publish every transaction on a Government Procurement Card:

The code requires that local authorities must publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:

- Date of the transaction
- Local authority department which incurred the expenditure
- Beneficiary
- Amount
- Value Added Tax (VAT) that cannot be recovered
- Summary of the purpose of the expenditure
- Merchant category

Henfield Parish Council does not operate a Government Procurement Card system so has nothing to report.

PARKING ACCOUNTS AND PARKING SPACES

Local Authorities must publish on their website or place a link on their website to this data if published elsewhere:

A breakdown of income and expenditure on the authority's parking account which must include details of revenue collected from on-street parking, off-street parking and penalty notices.

Henfield Parish Council has no responsibility for, control over, or ownership of onstreet

or off-street parking and therefore no income from, or expenditure on, these items.

PAY MULTIPLE

Local Authorities are required under the Localism Act 2011 to publish the relationship between the remuneration of Chief Officers and that of other staff. Whilst including base pay, variable salary, bonuses, allowances (not provided at Henfield Parish Council), and cash value of benefits-in-kind (not provided).

It does not include pension benefits which, due to their variety and complexity, cannot accurately be included in a pay multiple disclosure.

The pay multiple at Henfield Parish Council, as at 1st April 2018 is: 1.185:1

SENIOR SALARIES

Local Authorities are required to publish (under the Accounts and Audit Regulations 2015) the following information with regard to senior salaries:

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000
- Employees whose salaries are £150,000 or more must also be identified by name In addition to this requirement, local authorities must place a link on their website to these published data or place the data itself on their website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and ‘benefits-in-kind’, for all employees whose salary exceeds £50,000. Henfield Parish Council has no staff member whose salary is £50,000 or greater and therefore has no information to publish.

Henfield Parish Council does not have any employees who qualify

SOCIAL HOUSING ASSET VALUE

Local Authorities must publish details of the value of social housing stock that is held in their Housing Revenue Account.

The following social housing stock data must be published:

- Valuation data to be listed at postal sector level
- Valuation data for the dwellings using both Existing Use Value for Social Housing and market value as at 1 April
- An explanation of the difference between tenanted sale value of dwellings within the Housing Revenue Account and their market sale value

Henfield Parish Council has no social housing stock and therefore no Housing Revenue Account

TRADE UNION FACILITY TIME

Local Authorities must publish the following information on trade union facility time:

- Total number of staff who are union representatives
- Total number of union representatives devoting at least 50% of their time to union duties
- Names of all trade unions represented in the local authority
- Basic estimate of spending on unions
- Basic estimate of spending on unions as a percentage of the total pay bill.

No employees at Henfield Parish Council belong to any unions

WASTE CONTRACTS

Local authorities must publish details of their existing waste collection contracts and must publish this information at the same time as they first publish quarterly procurement information under the Code.

- Henfield Parish Council receives an annual grant from Horsham District Council towards the cost of maintaining a team of 7 litter pickers operating within the main village area.

This is published in the year-end accounts.

- Henfield Parish Council pays Horsham District Council for a regular emptying of dog waste bins throughout the main village area.

Item	Service Provider	Amount pm	Amount pa
Emptying of dog waste bins	Horsham District Council	£73.53	£882.36

This is also published in the Monthly Council Expenditure Sheet when payment is made.

LOCAL LAND ASSETS HELD BY HENFIELD PARISH COUNCIL

The code requires that local authorities must publish details of all land and building assets including:

- All service and office properties occupied or controlled by user bodies, both freehold and leasehold
- Any properties occupied or run under Private Finance Initiative contracts
- Garages unless rented as part of a housing tenancy agreement
- Surplus, sublet or vacant properties
- Undeveloped land
- Serviced or temporary offices where contractual or actual occupation exceeds three months
- All future commitments, for example under an agreement to lease, from when the contractual commitment is made

For each land or building asset, the following information must be published together in one place:

- Unique Property Reference Number
- Unique asset identity
- Name of the building/land or both
- Street number(s)
- Post town
- United Kingdom postcode
- Map reference – either Ordnance Survey or ISO 6709
- Whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must

list all the characteristics that apply from the options given below:

<i>For freehold assets:</i>	<i>For leasehold assets:</i>	<i>For other assets:</i>
<ul style="list-style-type: none"> • Occupied by the local authority • Ground leasehold • Leasehold • Licence • vacant 	<ul style="list-style-type: none"> • Occupied by the local authority • Ground leasehold • Sub leasehold • Licence 	<ul style="list-style-type: none"> • Free text description eg. Rights of way, access, etc.

BUILDINGS LEASED TO HENFIELD PARISH COUNCIL BY OTHER PARTIES

DESCRIPTION	STATUS	OS map ref	LOCATION
Parish Council Offices	Leased from the Henfield Hall	(TQ215159)	Henfield Hall, Coopers Way, Henfield BN5 9DB Two offices within the Henfield Hall
Henfield Museum	Leased from the Henfield Hall	(TQ215159)	Henfield Hall, Coopers Way, Henfield BN5 9DB. One room and store room within the Henfield Hall
Public conveniences	Licensed from Horsham District Council	(TQ214160) Licence dated 1 st January 2017	High Street, Henfield BN5 9DA. Next to the Post Office, immediately east of the Library Car Park. Held under licence. Henfield Parish Council is responsible for repairs, maintenance and cleaning

BUILDINGS LEASED OR HELD BY LICENCE FROM HENFIELD PARISH COUNCIL

DESCRIPTION	STATUS	TITLE NUMBER	LOCATION
Rothery Pavilion	Licensed to Henfield Football Club	(TQ213156) Lease dated 12 th May 1989	South side of Nep Town Road, Henfield, BN5 9EA. North Side of Rothery Field, alongside Nep Town Road. Owned by Henfield Parish Council.
Henfield Leisure Centre site	Leased to Henfield Sports Association	WSX160130 (TQ210164) dated 12 th August 2015	Northcroft, Henfield BN5 9QB. Immediately south of the Sports Field and immediately east of the Kings Field. Building owned by the Henfield Sports Association, on a site owned by Henfield PC

LAND LEASED OR LICENCED TO HENFIELD PARISH COUNCIL BY OTHER PARTIES

DESCRIPTION	STATUS and OWNER	TITLE NUMBER & OS map ref	LOCATION
Memorial Field	Leasehold Horsham District Council	WSX386339 (TQ2215NW)	Henfield Common (east end). North of the A281, Brighton Road, Henfield. Comprises two football pitches and part is leased to Henfield Cricket Club from Henfield Parish Council by way of an underlease (<i>see next page</i>).
Wantley Field	Leasehold, WSCC	WSX291829 (TQ217167) dated 19 April 2017	Immediately east of Wantley Hill Estate and north of Meadow Walk Estate. Lease is three years, renewable, for use as a recreation ground.
Verges at Bishop Lane, Henfield	Licensed from Horsham District Council	Licence dated 26 January 2016 (TQ214160)	Verges to North and South of Bishops Lane, Henfield

LAND LEASED FROM HENFIELD PARISH COUNCIL

DESCRIPTION	STATUS and OWNER	TITLE NUMBER & OS map ref	LOCATION
Cricket Pitch and outfield	Leasehold Horsham District Council	WSX262751 (TQ223154)	Held from Henfield Parish Council by Henfield Cricket Club by way of an underlease for a cricket pitch and outfield, also supports a club building.

LAND OWNED BY HENFIELD PARISH COUNCIL (HPC)

DESCRIPTION	STATUS and OWNER	TITLE NUMBER & OS map ref	LOCATION
Rothery Field and Pavilion	Freehold Henfield Parish Council.	WSX296577 (TQ213156) Licence dated 11 th May 2010	South of Nep Town Road. Between Nep Town Road (not including the verge) and King James's Lane. Held, with the pavilion, under licence for use as a pitch to Henfield Football Club. <i>(Not including a small strip (20m2 approx) held by a neighbouring householder under non assignable licence dated 12 January 2006).</i>
Kings Field & Kings Field Extension containing changing rooms	Freehold Henfield Parish Council.	WSX296583 (TQ2116SW). Licence dated 11 th May 2010.	Kings Field runs north from the properties in Northcroft, Henfield, and west of the Leisure Centre car park to Deer Park. Extension runs east of Kingsfield, Henfield and includes land immediately south of these and the footpath running alongside Hacketts End to Upper Station Road. Held under licence for use as a pitch to Henfield Football Club. Contains land on which the Football Club changing rooms are built. Contains land on which Tennis Club is built (see below)
Kings Field Extn. - additional (Site of Henfield Tennis Club and courts))	Freehold (Henfield Parish Council) Leased to: Henfield Tennis Club	WSX296583 (TQ2116SW) Lease dated 4 th March 2009	Tennis Club and courts are situated on part of the Kings Field Extension immediately south of the Henfield Leisure Centre.

Sports Centre Field	Freehold HPC	WSX131678 (TQ2116NW)	Immediately north of the Leisure Centre, Kingsfield, Henfield. Contains the Leisure Centre (on land leased from Henfield PC) and its car park. Excludes the Youth Club which owns the land on which it is built (title WSX282779) with a charge back to Henfield Parish Council.
Sandpit Field	Freehold HPC	WSX296564 (TQ2215NW)	Isolated landholding running north of F/P 2547 and east of F/P 3666, starting at their junction.
Henfield Cemetery	Freehold HPC	WSX296586 (TQ2116W)	North of Church Street and immediately west of the Parsonage Farm track. Includes the Lych Gate path connecting to Church Street.
Cemetery Extension	Freehold HPC	WSX279267 (TQ2116SW)	Immediately north of the Cemetery, south of Deer Park, BN5
Land South of King James's Lane	Freehold HPC	WSX296576 (TQ2115NW)	Verge running alongside and south of King James's Lane between F/P 2569 on the west and F/P 2570 on the east.
Parsonage Farm track	Freehold HPC	WSX51444 (TQ212166)	Runs north-south from Deer Park beside the Medical Centre to Sobell Court car park.