

15<sup>th</sup> July 2016

**NOTICE OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE**

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 21<sup>st</sup> July 2016 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below.

Pauline Whitehead BA (Hons) FILCM

Committee  
Cllr P Burgess  
Cllr N Butler  
Cllr R Knight  
Cllr S Torn  
Cllr R Wilton  
Cllr S Wilton

**AGENDA**

**1. Public Forum.**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

**2. Apologies.**

**Recommendation:- To receive apologies for absence.**

**3. Minutes.**

**Recommendation:- To approve and sign the Minutes of the meeting on 2<sup>nd</sup> June 2016.**

**4. Declarations of Interest.**

**Recommendation:- To receive any Declarations of Interest from Members of the Committee.**

**5. Chairman's Announcements**

**Recommendation:- To note the Chairman's Announcements.**

6. **Financial Review** (see Annex 1 and 2)  
Includes revenue figures, bank reconciliations, VAT analysis and Reserve balances.  
**Recommendation:-**
  1. **To note the Financial Report to 30<sup>th</sup> June 2016.**
  2. **To note verification of all bank reconciliations to 30<sup>th</sup> June 2016 and the signature on bank statements and reconciliations by the Committee Chairman.**
  3. **To note the VAT analysis – de minimus value to 30<sup>th</sup> June 2016.**
  4. **To note reserve balances to 30<sup>th</sup> June 2016.**
  
7. **Revisions to annual budget**  
**Recommendation:- To consider a verbal report from the Chairman.**
  
8. **Financial Regulations** (See Annex 3)  
**Recommendation:- To recommend to Council to adopt updated Financial Regulations.**
  
9. **Internet banking**  
**Recommendation:- To consider a procedure for Internet Banking.**
  
10. **Outstanding invoices.**  
**Recommendation:-**
  1. **To consider how an outstanding debt of £195.36 from October 2015 is recovered.**
  2. **If appropriate to make a recommendation to Council.**
  
11. **Utilities**  
**Recommendation:- To consider quotations for long term price plans for gas at North Heath Hall and Tythe Barn.**
  
12. **Information Technology (IT) arrangements**  
**Recommendations:-**
  1. **To note and agree recommendations on improvements to IT.**
  2. **To agree a five year lease for a photocopier.**
  
13. **Section 106** (See Annex 4)  
**Recommendation:- To receive a report regarding 106 monies and to consider action as a result.**
  
14. **Grants** (See Annex 5)
  - a) **Holbrook Community Pre-School application for £2,300 towards rent costs. (deferred from 2<sup>nd</sup> June 2016)**
  - b) **West Sussex Mediation Service, application of £400 towards service provision.****Recommendation:- To consider applications for grants.**
  
15. **Date of next meeting**  
**Thursday 20<sup>th</sup> October 2016 (scheduled)**