

**NORTH HORSHAM PARISH COUNCIL**

**MINUTES OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
HELD ON THURSDAY 2<sup>nd</sup> JUNE 2016 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors P. Burgess, N. Butler, S. Torn, R Knight, R. Wilton\* and Mrs S. Wilton

\* denotes absence

**In attendance:** Pauline Whitehead BA(Hons) FILCM and Vivien Edwards

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**FA/ 061/16 APPOINTMENT OF A CHAIRMAN**

Following nomination by Cllr N Butler and being seconded by Cllr P Burgess

**It was RESOLVED that Cllr. S Torn be appointed as the Committee Chairman for the forthcoming year.**

**FA/062/16 APPOINTMENT OF A VICE CHAIRMAN**

Following nomination by Cllr S Wilton and being seconded by Cllr R Knight

**It was RESOLVED that Cllr N Butler be appointed as the Committee Vice Chairman for the forthcoming year.**

**FA/063/16 PUBLIC FORUM**

No members of the public were in attendance.

**FA/064/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. R. Wilton.

**FA/065/16 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of 25<sup>th</sup> February 2016 were agreed and signed by the Chairman as being a correct record.

**FA/066/16 CHAIRMAN'S ANNOUNCEMENTS**

Members noted receipt of the annual insurance policy from Zurich, providing cover from 1<sup>st</sup> June 2016, at a cost of £11,918.53.

**FA/067/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

## **FA/068/16 BANK RECONCILIATION**

To comply with Financial Regulation 2.2 (Financial Regulations May 2014) and to confirm that there is no difference between the bank reconciliation and bank statements

**It was RESOLVED that the Bank Reconciliation and associated Bank Statements at 30.04.2016 be approved and signed by the Committee Chairman.**

## **FA/069/16 VAT POSITION AT 30.11.2015**

Members noted the percentages of VAT that cannot be reclaimed, subject to the £7,500 de minimus limit, are as follows:-

Roffey Millennium Hall – all VAT can be reclaimed

Holbrook Tythe Barn – 70% VAT cannot be reclaimed

Multi Courts – 85% VAT cannot be reclaimed

North Heath Hall – 100% of VAT cannot be reclaimed

Administration expenditure – 37% of VAT cannot be reclaimed

Other expenditure – all VAT can be reclaimed.

**It was RESOLVED to note that at 31<sup>st</sup> March 2016 the Council was £845.13 below the de minimus limit. This figure was from the Clerk's own record which has been accepted by HMRC. The figure does not match the VAT figures produced by the accounts system.**

## **FA/070/16 COUNCIL'S BANKING ARRANGEMENTS**

The Clerk, Deputy Clerk and Chairman of the Council had met with the Council's Relationship Manager at Lloyds Bank on 26<sup>th</sup> May 2016.

The following matters were discussed:-

**a) Internet banking** – the Clerk would bring appropriate amendments to the Financial Regulations, Policies and Procedures to the next Finance and Administration Meeting to enable Internet Banking to proceed.

### **b) Bank Mandate**

**It was RESOLVED to add the Clerk and Deputy Clerk as signatories on all Bank Mandates. It was further AGREED that Cllr P Burgess, Cllr N Butler, Cllr R Knight, Cllr S Torn, Cllr R Turner, Cllr R Wilton and Cllr S Wilton be appointed bank signatories.** The information will be forwarded to Lloyds Bank for progression.

### **c) Investment**

The Parish Council currently holds two Lloyds Bank accounts, a current account and an instant access account. The rate of interest for the business account is 0.5%. The Committee considered the interest rates for fixed rate bonds over a variety of time periods.

It was **RESOLVED** to invest £100,000 in a twelve month fixed rate bond with Lloyds Bank (Interest rate on 02.06.16 – 1.5%). It was further **AGREED** to invest £100,000 in a three month fixed rate bond. (Interest rate – 0.65% on 02.06.16).

**d) Credit card**

To reduce the need for petty cash (currently £300) and to enable small purchases where a cheque is not accepted,

**The Committee RESOLVED to issue a credit card to both the Clerk and Deputy Clerk with an upper limit of £750. Prior to the application the Clerk would bring appropriate amendments to the Financial Regulations and appropriate Policies and Procedures to the Finance and Administration Meeting for agreement.**

**FA/071/16 COUNCIL'S INFORMATION TECHNOLOGY ARRANGEMENTS (IT)**

The Clerk and Deputy Clerk outlined concerns regarding the Parish Council's current IT arrangements and difficulties caused to the day to day running of the Council. Cllr Butler outlined some simple cost effective changes that could be implemented to improve the system such as using Microsoft Office 365 and additional training.

**It was RESOLVED to uplift the budget for IT from £1,160 to £2,500 to enable appropriate changes to be made to make the IT system more efficient.**

**FA/072/16 OUTSTANDING INVOICE**

The Committee considered a brief verbal report by the Clerk.

**It was RESOLVED to write off an outstanding debt of £481.63 in respect of invoice 4442 due to the circumstances in which the debt had arisen.**

**FA/073/16 GRANT APPLICATIONS**

a) Horsham District Age UK responded to concerns raised in a letter sent to inform them that their grant application had been declined following consideration at the last Finance and Administration Committee Meeting.

**The Committee RESOLVED to note the comments and to respond stating that the decision stands.**

b) Initial approaches had been made by Horsham Community Responders to the Parish Council for grant funding for an Automatic External Defibrillator (AED) to be situated in the Roffey Central area.

**The Committee RESOLVED to respond to Horsham Community Responders advising them to make a formal approach to the Parish Council regarding the purchase of an AED.**

c) It was noted that Roffey Friendship Club will be putting forward a grant for £300 in due course.

d) Roffey Cricket Club had submitted a grant application for £550 towards extending the existing boundary net on Bostock Avenue to protect neighbouring properties.

**It was RESOLVED to award a grant of £550 to Roffey Cricket Club to be used towards extending the existing boundary net on Bostock Avenue under the power to provide recreational facilities under the Local Government (Miscellaneous Provisions) Act 1976, s.19.**

e) Holbrook Community Pre-School had submitted a grant application for £2,300 towards running the Holbrook Community Pre-School.

**The Committee RESOLVED to defer the application to the next meeting of the Finance and Administration Committee to ascertain more information relating to grants that had been given to similar organisations in the past.**

f) Victim Support had submitted a grant application requesting £500 towards recruiting, training and supervising new volunteers. The support covers victims and witnesses in the North Horsham area.

**It was RESOLVED to award Victim Support a grant of £500 towards recruiting, training and supervising new volunteers under the power to spend money on crime detection and prevention measures under the Local Government and Rating Act 1997, s31.**

**FA/074/16 NEXT MEETING**

Thursday 21<sup>st</sup> July 2016 at 7.30pm. (Scheduled)

There being no other business, the Chairman closed the meeting at 8.5pm

..... Chairman

.....Dated