

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 4th JUNE 2015 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

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

* denotes absence

In attendance: Sue Kemp, Parish Clerk

FA/01/15 ELECTION OF COMMITTEE CHAIRMAN

It was proposed by Councillor R. Wilton and seconded by Councillor Mrs S. Wilton that Councillor Torn be elected as Chairman of the Committee. There were no other nominations and by absolute majority

IT WAS RESOLVED

That Councillor Torn be elected as Committee Chairman for the forthcoming year

FA/02/15 ELECTION OF COMMITTEE VICE CHAIRMAN

It was proposed by Councillor Mrs S. Wilton and seconded by Councillor Turner that Councillor Butler be elected as Chairman of the Committee. There were no other nominations and by absolute majority

IT WAS RESOLVED

That Councillor Butler be elected as Committee Vice Chairman for the forthcoming year

FA/03/15 APPOINTMENTS TO INTERNAL CONTROLS WORKING GROUP

Three nominations were put forward – Councillors Butler, Torn and Mrs Wilton.

IT WAS RESOLVED

That Councillors, Butler, Torn and Mrs S. Wilton be appointed to the Internal Controls Working Group

FA/04/15 PUBLIC FORUM

There were no members of the public present.

FA/05/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Burgess and Butler

FA/06/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 18th December 2015 were agreed and signed by the Chairman as being a correct record

FA/07/15 CHAIRMAN'S ANNOUNCEMENTS

Members noted that a letter of thanks had been received from 1st Roffey Scouts for the recent grant awarded to them.

IT WAS RESOLVED

To note the Chairman's Announcement

FA/08/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FA/09/15 ACCOUNTS FOR YEAR ENDED 31.3.2015

(a) Committee and Council Budget Monitoring – to 31.3.2015

Members noted receipt of the Council's internal spreadsheet information regarding the Council's Budget at 31st March 2015.

IT WAS RESOLVED

To note the Budget Monitoring information provided

(b) VAT position at 31.3.2015

Members noted receipt of the Clerk's Report and were pleased to note that the £7500 *de minimis* limit had not been breached, being £1,237.11 below the limit

IT WAS RESOLVED

To note this section of the Report

(c) Final Accounts for the year ended 31st March 2015

Members noted receipt of the Clerk's Report and accompanying papers relating to the year end. Following discussion

IT WAS RESOLVED

RECOMMENDATION TO COUNCIL

(a) That the year end accounts are approved

(b) That Sections 1 and 2 of the Annual Return be signed by the Council Chairman

FA/10/15 REPORT OF THE INTERNAL AUDITOR

Members noted receipt of the Clerk's Report and were pleased to note the positive comments made by the Internal Auditor, following his visit on 10th December 2014.

IT WAS RESOLVED
To note the Report of the Internal Auditor

FA/11/15 BANK RECONCILIATION

Members noted receipt of the Clerk's Report regarding the periodic signing of Bank Statements.

IT WAS RESOLVED
That the Bank Reconciliation at 30.4.2015 be approved and signed by the Committee Chairman

FA/12/15 VAT POSITION AT 30.4.2015

Members noted receipt of the Clerk's Report and were pleased to note that the Council was within the £7500 *de minimis* limit, at £7,067.96.

IT WAS RESOLVED
To note the Report

FA/13/15 GRANT APPLICATIONS

Members noted receipt of the Committee Report and the individual assessment of each application. Following discussion of each application in turn

IT WAS RESOLVED

(a) That grants be awarded as follows –

Horsham Town Community Partnership	£180
Age UK Horsham	£5,000
Victim Support	£500
W. Sussex Mediation Service	£400

(b) That sponsorship money be awarded to Horsham in Bloom in the sum of £400

FA/14/15 BANKING ARRANGEMENTS

(a) **Disbursement of cash holdings**

Members noted receipt of the Clerk's Report with regard to changes in account tiers and interest rates with the Co-Operative Bank. Members noted the newly published Fixed Interest Deposit rates with the Co-Operative Bank. Following discussion

IT WAS RESOLVED
That the Co-Operative Bank balance be moved to a Fixed Rate Deposit holding, with the balance to make the Deposit to £100,000 being taken from the Lloyds Business Instant Access Account

(b) Internet Banking

Members noted that work was not yet complete on this agenda item

IT WAS RESOLVED

That this agenda item be deferred to the next Committee meeting

FA/15/15 DATE OF NEXT MEETING
Thursday 23rd July 2015 (scheduled)

There being no other business, the Chairman closed the meeting at 8.05pm

..... Chairman

.....Dated