

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
HELD ON THURSDAY 5<sup>th</sup> JUNE 2014 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors P. Burgess\*, N. Butler, G. Porter, T. Rickett, S. Torn (Chairman), R. Wilton and Mrs S. Wilton

\* denotes absence

**In attendance:** Sue Kemp, Parish Clerk

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**FA/01/14 ELECTION OF COMMITTEE CHAIRMAN**

One nomination was put forward

**IT WAS RESOLVED**

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

**FA/02/14 ELECTION OF COMMITTEE VICE CHAIRMAN**

One nomination was put forward

**IT WAS RESOLVED**

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

**FA/03/14 APPOINTMENTS TO INTERNAL CONTROLS WORKING GROUP**

Three nominations were put forward. Councillor Rickett, as the new Vice Chairman of Council, was invited to join the Working Group

**IT WAS RESOLVED**

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

**FA/04/14 PUBLIC FORUM**

There were two members of the public present, who commented in support of their grant application for Horsham ParkRun

**FA/05/14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Burgess and R. Wilton

**FA/06/14 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of 27<sup>th</sup> February 2014 were agreed and signed by the Chairman as being a correct record

**FA/07/14 CHAIRMAN'S ANNOUNCEMENTS**

Members noted that a letter of thanks had been received from Age UK Horsham for the recent grant.

**IT WAS RESOLVED**

**To note the Chairman's Announcement**

**FA/08/14 DECLARATIONS OF INTEREST**

**Councillor Butler** declared a **Personal Interest** in the grant application submitted by Horsham ParkRun, as he had invited the two representatives of the Group to attend the meeting and make their submission; and a **Prejudicial Interest** in the grant application submitted by Jack & Jill PreSchool, as his wife had prepared the submitted accounts and asked him to present further financial information to the meeting.

**FA/09/14 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 ParkRun	£250
Jack & Jill PreSchool	£600
Cruse West Sussex Area	£500
W. Sussex Mediation Service	£250

(b) That a grant not be awarded to Holbrook Community Centre

**FA/10/14 ACCOUNTS FOR YEAR ENDED 31.3.2014**

(a) **Committee and Council Budget Monitoring – to 31.3.2014**

Members noted receipt of the Committee Report and a manual spreadsheet regarding the Council's Budget at 31<sup>st</sup> March 2014. Members noted that there was an error regarding the overall electricity costs for the three Halls, which would be rectified prior to the Council meeting on 26<sup>th</sup> June 2014

**IT WAS RESOLVED**

**To note the Budget Monitoring information provided**

**(b) VAT position at 31.3.2014**

Members noted receipt of the Clerk's Report and were pleased to note that the £7500 *de minimis* limit had not been breached, being £2,367.09 below the limit

**IT WAS RESOLVED**

**To note this section of the Report**

**(c) Revised Budget Estimate – Personnel Committee**

Members noted receipt of the Clerk's Report giving a detailed explanation of how the Personnel Committee's Salaries Budget Head was overspent at 31<sup>st</sup> March 2014. Following discussion

**IT WAS RESOLVED**

**RECOMMENDATION TO COUNCIL**

**That £12,000 be vired from General Reserves to the Personnel Committee's Salaries Budget Head**

**(d) Final Accounts for the year ended 31<sup>st</sup> March 2014**

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/11/14 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 19<sup>th</sup> May 2014.

**IT WAS RESOLVED**

**To note the Report of the Internal Auditor**

**FA/12/14 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 30.4.2014 be approved and signed by the Committee Chairman**

**FA/13/14 ASSET REGISTER**

Members noted receipt of the Clerk’s Report and the new Asset Register. Members noted that this was, in fact, the definitive document with the only amendments being acquisitions and disposals; and replacement and insured values. Members noted that the Clerk wished to now look again at the Council’s insurance arrangements; and prepare a ‘Summary Asset Register’ for inclusion on the Council’s website, to meet publication requirements. Following discussion

**IT WAS RESOLVED**

- (a) To approve the Asset Register as the definitive document
- (b) That replacement values be updated every two years, from 2014 onwards
- (c) That a further Report be prepared regarding insurance arrangements and publication of the document

**FA/14/14 CONSOLIDATED RISK ASSESSMENT**

Members noted receipt of the Clerk’s Report and the updated Consolidated Risk Assessment. Following discussion

**IT WAS RESOLVED**

**RECOMMENDATION TO COUNCIL**

**That the Consolidated Risk Assessment be approved by Council**

**FA/15/14 FINANCIAL REGULATIONS**

Members noted receipt of the Clerk’s Report and the proposed Financial Regulations. Members noted that they had been scrutinised by the Internal Controls Working Group and included those areas from the previous Regulations that were pertinent to the working of this Council. Following discussion

**IT WAS RESOLVED**

**RECOMMENDATION TO COUNCIL**

**That the new Financial Regulations be approved by Council**

**FA/16/14 DATE OF NEXT MEETING**

**Thursday 24<sup>th</sup> July 2014 (scheduled)**

..... Chairman

.....Dated