

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 17th DECEMBER 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/041/16 PUBLIC FORUM

There were no members of the public present.

FA/042/15 APOLOGIES FOR ABSENCE

There were no apologies for absence received

FA/043/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 22nd October 2015 were agreed and signed by the Chairman as being a correct record

FA/044/15 CHAIRMAN'S ANNOUNCEMENTS

Members noted that letters of thanks had been received from Roffey Friendship Club, Home Start and Kent, Surrey and Sussex Air Ambulance for grants recently awarded to them

IT WAS RESOLVED

To note the Chairman's Announcements

FA/045/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FA/046/15 COMMITTEE AND COUNCIL BUDGET 2016/2017 – first draft

Members noted receipt of the Council's internal spreadsheet detailing the second draft of the 2016/2017 Budget and the Clerk's Report. Following discussion

IT WAS RESOLVED

RECOMMENDATION TO COUNCIL

**(a) To approve the Council and Committee Budget for
2016/2017**

- (b) That the Parish Council's Precept requirement for 2016/2017 be set at £275,720, excluding the Council Tax Benefit Grant of £7,006

FA/047/15 BANK RECONCILIATION

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

IT WAS RESOLVED

That the Bank Reconciliation and Bank Statements at 30.11.2015 be approved and signed by the Committee Chairman

FA/048/15 VAT POSITION AT 30.11.2015

Members noted receipt of the Clerk's Report and noted that the Council was within the £7500 *de minimis* limit, at £1,962.09 at 30.11.2015. Members that a very close eye was being kept on the situation.

IT WAS RESOLVED

- (a) To note the Report
- (b) That identified projects for 2016/2017 be brought forward if the *de minimis* limit was likely to be breached

FA/049/15 GRANT APPLICATIONS

Members noted receipt of grant applications from (a) Holbrook Community PreSchool; and (b) Outset Youth Action; and completed Grant Assessments in respect of both. Following discussion

IT WAS RESOLVED

- (a) That the application from Outset Youth Action be refused due to a lack of connection to the Parish area; and
- (b) that representatives from Holbrook Community PreSchool be invited to attend the next Committee meeting to speak in support of their application

FA/050/15 DATE OF NEXT MEETING

Thursday 25th February 2016 (scheduled)

There being no other business, the Chairman closed the meeting at 8.10pm

..... Chairman

.....Dated