

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 18th DECEMBER 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

In the absence of the Committee Chairman, the Committee Vice Chairman took the Chair for the meeting

FA/39/14 PUBLIC FORUM

There were no members of the public present.

FA/40/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Torn

FA/41/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 23rd October 2014 were agreed and signed by the Chairman as being a correct record

FA/42/14 CHAIRMAN'S ANNOUNCEMENTS

(a) Letters of thanks

Members noted that letters of thanks had been received from (i) Central and South Sussex CAB and (ii) Kent, Surrey and Sussex Air Ambulance for grants recently awarded.

(b) Long Term outstanding debt

Members were pleased to note that the long term outstanding debt had now been paid off

IT WAS RESOLVED

To note the Chairman's Announcements

FA/43/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FA/44/14 COUNCIL AND COMMITTEE BUDGET 2015/2016 – second draft
Members noted receipt of the Clerk's Report and the second final draft of the Council and Committee Budget for 2015/2016. The Budget shows a Precept requirement of £278,908, including a 30% reduction on last year's Council Tax Benefit Grant (CTBG). Members noted that, overall, the increase in the Precept requirement is 0.91%.

RECOMMENDATION TO COUNCIL

- (a) That Council approve the Council and Consolidated Budget for 2015/2016
- (b) That the Precept requirement for 2015/2016 be £278,908

FA/45/14 SUSSEX AND SURREY ASSOCIATION OF LOCAL COUNCILS (SSALC) and NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) SUBSCRIPTIONS 2015/2016

Members noted receipt of the Clerk's Report detailing the current subscription rates to both organisations - £1,624 for SSALC, which is 'capped'; and £928.82 for NALC.

IT WAS RESOLVED

To note this section of the Report

FA/46/14 COMMUNITY YOUTH GRANT – HORSHAM MATTERS

Members noted receipt of the Clerk's Report outlining the terms of the current Agreement, contracted until May 2016. Members expressed the view that whilst the expenditure was a good investment to start the Project, there did not appear to be a lot of return. Following further discussion

RECOMMENDATION TO COUNCIL

That the Agreement be terminated on the anniversary date of the Agreement, 31st May 2016, by giving 90 days' notice

FA/47/14 BANKING ARRANGEMENTS

Members noted receipt of the Clerk's Report giving details of a meeting between the Clerk, Councillor Turner and the Council's Relationship Manager from Lloyds Bank on 17th November 2014.

Members noted the recommendation that the Parish Clerk become a full signatory to the Bank accounts so as to be able to converse in detail with the Bank and operate internet banking. It was noted that the Clerk would not have 'signing rights' as to cheques or be the sole operator of internet banking.

RECOMMENDATION TO COUNCIL

That approval is formally given as to the Clerk being an authorised signatory

IT WAS RESOLVED

- (a) **That safeguards to protect both the Clerk and the Parish Council are built into Financial Regulations and the Council's Consolidated Risk Assessment**
- (b) **That such safeguards are drafted, initially, by the Internal Controls Working Group**

Members considered the recommendation that a Credit Card is made available for small purchases for the Council by either the Parish Clerk or the Premises Manager. The Clerk gave examples of staff having to spend their own money and reclaim this as expenses for such purchases or services. Members noted that the provision of Credit Cards was included in the Council's Financial Regulations. Following discussion

IT WAS RESOLVED

That a Credit Card be obtained with a spending limit of £300 for use by the Parish Clerk and the Premises Manager only

Members noted the Clerk's Report regarding internet banking.

IT WAS RESOLVED

That this issue be deferred to the next Committee meeting

Members considered the Clerk's Report as to Council monies still with the Co-Operative Bank. Members requested that research be undertaken to find alternatives for the deposit of this money

IT WAS RESOLVED

That the matter be further researched

FA/48/14 INTERNAL AUDITOR'S REPORT

Members noted that the Internal Auditor had made his final visit of the year on 10th December 2014 and that his Report was still awaited.

IT WAS RESOLVED

To note this section of the Report

FA/49/14 BANK RECONCILIATION at 28.11.2014

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

IT WAS RESOLVED

That the Bank Reconciliation and associated Bank Statements at 28.11.2014 be approved and signed by the Committee Chairman

FA/50/14 VAT POSITION AT 30.9.2014

Members noted receipt of the Clerk's Report and were pleased to note that the Council was within the £7500 *de minimis* limit, at £3,817.03.

IT WAS RESOLVED

To note the Report

FA/51/14 GRANT APPLICATIONS

Members noted the Clerk's Report in respect of a grant application from **1st Roffey Scouts** in the sum of £1,000 towards the cost of a replacement minibus. Following discussion

IT WAS RESOLVED

That a grant of £1,000 be awarded to the 1st Roffey Scouts

Members noted receipt of the Clerk's Report giving an update on the activities of the **Roffey Friendship Club** and expenditure from the recently awarded grant to the Group.

IT WAS RESOLVED

To note this section of the Report

FA/52/14 DATE OF NEXT MEETING

Thursday 26th February 2014 (scheduled)

There being no other business, the Chairman closed the meeting at 8.30pm

..... Chairman

.....Dated