

NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 21ST JULY 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

In the absence of the Committee Chairman, Vice Chairman Cllr N Butler took the Chair.

FA/075/16 PUBLIC FORUM

Two members of the Holbrook Community Pre-school were in attendance. They gave a brief outline of the service the Pre-school gives to the community and the reasons for their grant application. (see FA/088/16)

FA/076/16 APOLOGIES FOR ABSENCE

The Committee accepted apologies and reasons for absence from Cllr. S. Torn.

FA/077/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 2nd June 2016 were agreed and signed by the Chairman as being a correct record.

FA/078/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

FA/079/16 CHAIRMAN'S ANNOUNCEMENTS

Banking Arrangements:-

Lloyds Bank- The bank mandate for Lloyds Bank has been completed and is being processed.

Co-operative Bank – The bank mandate requires confirmation of signatories from the full Council and an appropriate minute.

Bank of Ireland – A letter has been sent to the Bank of Ireland requesting an amendment to the bank mandate.

Bank Cards – an application form has been completed.

Block bookings and VAT

Letters have been sent to all users of the Multi Courts who block book the facility for evidence that they are compliant with the criteria set down by HMRC for non payment of VAT. Those who do not provide evidence will be charged VAT on block bookings.

Section 5 of the Governance and Accountability for Smaller Authorities in England 'A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements' March 2016 is now available.

FA/080/16 FINANCIAL REVIEW

It was **RESOLVED** to note the following:-

The Financial Report to 30th June 2016 (Annex 1).

That the Committee Vice Chairman had verified and signed all bank reconciliations for Lloyds Bank accounts. In addition the cash balances in the Bank of Ireland and the Co-operative Bank were verified against the trial balance to 30th June 2016.

The VAT analysis and the total of exempt VAT to be reclaimed at 30th June 2016 was £1,388.41.

The reserve balances at 30th June 2016. (Annex 2).

FA/081/16 REVISIONS TO ANNUAL BUDGET

This item was deferred to the next meeting.

FA/082/16 FINANCIAL REGULATIONS

It was **RESOLVED** that the attached Financial Regulations will be recommended to Council at their next meeting on 1st September 2016. (Annex 3)

FA/083/16 INTERNET BANKING

It was **RESOLVED** to accept the following process for Internet banking:-

1. Invoices are prepared for payment and the data input into the Financial System to provide a list for authorisation.

2. The list is authorised by two Members who are bank signatories and countersigned by the Clerk (See Financial Regulation 6.4) at a Council Meeting or Finance and Administration Committee Meeting.

3. The Clerk releases the payments using internet banking. Access to internet banking shall be in compliance with Financial Regulation 6.16.

4. The list of payments released by the bank is signed by two Members who are bank signatories as a correct record of the transactions that have taken place and this is reported to Council.

5. It may be necessary to issue cheques where emergency payments are required and where an appropriate meeting is not imminent.

FA/084/16 OUTSTANDING INVOICES

It was **RESOLVED** to recommend to Council to write off an outstanding debt of £195.36 from October 2015.

FA/085/16 UTILITIES

It was **RESOLVED** to enter into two year fixed rate price plans with British Gas for gas supplies at North Heath Hall and Holbrook Tythe Barn.

FA/086/16 INFORMATION TECHNOLOGY (IT)ARRANGEMENTS

It was **RESOLVED** to accept a quotation for £1, 639.71 for Office 365, PC support, anti-virus, additional and improved wi-fi connections and improved back up facilities. Data cabling costs will be in addition to the quotation.

It was **RESOLVED** to enter into a five year lease for a photocopier at a total cost over five years of £3,295.

FA/087/16 SECTION 106

It was **RESOLVED** to note a report on a meeting between Horsham District Council and representatives from North Horsham Parish Council. It was further noted that there were sums of money available for North Horsham that could be used to support various projects. (Annex 4)

FA/088/16 GRANTS

It was **RESOLVED** to award £2,300 towards rent costs at North Heath Hall for Holbrook Community Pre-School.

It was **RESOLVED** to award £400 towards service provision to West Sussex Mediation Service.

FA/089/16 NEXT MEETING

The next meeting is scheduled for 20th October 2016 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.55pm

..... Chairman

.....Dated