

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 22nd OCTOBER 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: Councillor Mrs K. Burgess
Sue Kemp, Parish Clerk
Eamonn Flynn, Premises Manager (Confidential Session)

FA/028/15 PUBLIC FORUM

There were no members of the public present.

FA/029/15 APOLOGIES FOR ABSENCE

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

FA/030/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 23rd July 2015 were agreed and signed by the Chairman as being a correct record

FA/031/15 CHAIRMAN'S ANNOUNCEMENTS

(a) Annual Return for year-end 31.3.2015

Members noted that the Annual Return for y/e 31.3.2015 had been returned by the external auditor, without any comment.

(b) Members noted that letters of thanks had been received from 1st Roffey Scouts and Horsham Town Community Partnership for grants recently awarded to them

IT WAS RESOLVED

To note the Chairman's Announcements

FA/032/15 DECLARATIONS OF INTEREST

Councillor Torn declared a **Disclosable Pecuniary Interest** in agenda item 10 – the award of grants, as he was a Trustee of one of the applicant organisations.

FA/033/15 COMMITTEE AND COUNCIL BUDGET MONITORING – to 30.9.2015

Members noted receipt of the Council's internal spreadsheet detailing Budget Monitoring information at 30th September 2015.

IT WAS RESOLVED

To note the Budget Monitoring information

FA/034/15 COMMITTEE AND COUNCIL BUDGET 2016/2017 – first draft

Members noted receipt of the Council's internal spreadsheet detailing the first draft of the 2016/2017 Budget. Members noted that any contributions to Reserves would be available in the second draft Budget; and that there would no increase in the Precept requirement beyond that of previous years.

IT WAS RESOLVED

To note the first draft of the 2016/2017 Budget

FA/035/15 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 30.9.2015 be approved and signed by the Committee Chairman

FA/036/15 VAT POSITION AT 30.6.2015

Members noted receipt of the Clerk's Report and noted that the Council was within the £7500 *de minimis* limit, at £2,640.27. The Clerk advised Members that a very close eye was being kept on the situation.

IT WAS RESOLVED

To note the Report

FA/037/15 GRANT APPLICATIONS

Members noted receipt of grant applications from (a) Home Start – Crawley, Horsham and Mid Sussex; (b) Kent, Surrey and Sussex Air Ambulance; and (c) Roffey Friendship Club. Members also noted that there was an application for a grant in the form of free room hire from Asperger's Voice for a one off 'Understanding Autism' event.

Following discussion

IT WAS RESOLVED

- (a) That grants be awarded as follows –**
Home Start – Crawley, Horsham and Mid Sussex - £1,500
Kent, Surrey and Sussex Air Ambulance - £2,500
Roffey Friendship Club - £300

- (b) That the request from Aspergers Voice for free room hire be granted for a one off event

FA/038/15 EXCLUSION OF THE PRESS AND PUBLIC

IT WAS RESOLVED

That the Press and Public be excluded from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

FA/039/15 DATE OF NEXT MEETING
Thursday 17th December 2015 (scheduled)

FA/40/15 INDIVIDUAL COMMUNITY VENUE USERS

Members noted receipt of the Committee Confidential Report and discussed the contents within the Confidential Session.

IT WAS RESOLVED

- (a) To note the Confidential Report regarding individual users
- (b) That a Report be prepared in due course to enable Members to consider the current hire charging structure
- (c) That following the Report and the comments of the Premises Manager regarding heating issues, a Report be obtained from the Council's heating engineer to establish whether the heating systems at all venues was being managed correctly and efficiently

There being no other business, the Chairman closed the meeting at 8.45pm

..... Chairman

.....Dated