

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 23rd OCTOBER 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/28/14 PUBLIC FORUM

There were no members of the public present.

FA/29/14 APOLOGIES FOR ABSENCE

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

FA/30/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 24th July 2014 were agreed and signed by the Chairman as being a correct record

FA/31/14 CHAIRMAN'S ANNOUNCEMENTS

(a) External Auditor's Report – year end 30.3.2014

Members were pleased to note that the Annual Return for the year end 31.3.2014 had been returned from the External Auditor with no comments

(b) Internal Auditor

Members noted that the next visit of the Internal Auditor was scheduled for 26th November 2014

(c) Letter of thanks

Members noted that a letter of thanks had been received from Victim Support for a grant recently awarded.

IT WAS RESOLVED

To note the Chairman's Announcement

FA/32/14 DECLARATIONS OF INTEREST
There were no Declarations of Interest made

FA/33/14 COUNCIL AND COMMITTEE BUDGET MOINITORING – at 30.6.2014
Members noted receipt of the Budget Monitoring Information.

IT WAS RESOLVED
To note the Budget Monitoring information to 30.6.2014; and

FA/34/14 COUNCIL AND COMMITTEE BUDGET 2015/2016 – first draft
Members noted receipt of the first draft of the Council and Committee Budget for 2015/2016. Figures showed an estimated Precept of 273,924, including a 25% reduction on last year's Council Tax Benefit Grant (CTBG); showing an increase of 0.93%. Members noted that figures would be subject to change, when the Tax Base and CTBG were confirmed and further Budget Monitoring figures were available

IT WAS RESOLVED
To approve the first draft of the Council and Committee Budget for 2015/2016

Members noted the Clerk's Report as to the success of the Council's Credit Control operations. Members noted that at the end of September, the amount owing to the Parish Council was down to £1,752.91; and at 22nd October, own to £4,295.93, with a projected balance at the end of the month of in the region of £1,500. Members noted the Clerk's comments as to the hard work of the Administration Officer in this regard.

IT WAS RESOLVED
(a) To note the Clerk's Report; and
(b) To congratulate the Administration Officer, Nicola Bulbeck, for her work on this issue

FA/35/14 BANK RECONCILIATION at 30.9.2014
Members noted receipt of the Clerk's Report regarding the periodic signing of Bank Statements.

IT WAS RESOLVED
That the Bank Reconciliation at 30.9.2014 be approved and signed by the Committee Chairman

FA/36/14 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 £4,528.19.

IT WAS RESOLVED

To note the Report

FA/37/14 GRANT APPLICATIONS

Members noted the Clerk's Report in respect of the following grant applications –

(a) Central and South Sussex Citizens Advice Bureau

Members noted that the request for grant funding was for £3,361 to continue with the costs of an Outreach worker who visited Roffey Millennium Hall weekly; together with the continued waiver of the room hire fees. Following discussion

IT WAS RESOLVED

(a) That a grant be awarded to Central and Sussex CAB in the sum of £3,361; and

(b) that there be a continuing waiver of room hire fees for the CAB

(b) Kent, Surrey and Sussex Air Ambulance

Members noted that the request for grant funding was for £250 'or any other amount deemed appropriate. It was further noted that grants had been made previously in the sum of £1,500 in 2010 and 2011. Following discussion

IT WAS RESOLVED

That a grant of £1,500 be awarded to the Kent, Surrey and Sussex Air Ambulance

(c) Roffey Friendship Club

Members noted receipt of the Clerk's Report, including support for a grant of £250 from Councillor Searle. Members noted the Clerk's comments as to how the Club had formed, following the Administration Officer and the Clerk meeting people in the Parish Office who were lonely. Members noted how the group had grown in a short space of time and that a Fish and Chip Lunch was being organized for 30th October; and a Christmas party for early December. Following discussion

IT WAS RESOLVED

(a) That a grant be awarded to the Roffey Friendship Club of £500

- (b) That the grant be managed by Parish Council staff and if the group disbanded, any outstanding monies would be returned to the Parish Council
- (c) That the Administration Officer, Nicola Bulbeck be congratulated for her work in organising the Club

FA/38/14 DATE OF NEXT MEETING
Thursday 18th December 2014 (scheduled)

There being no other business, the Chairman closed the meeting at 8pm

..... Chairman

.....Dated