

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 24th JULY 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

FA/17/14 PUBLIC FORUM

There were no members of the public present.

FA/18/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rickett.

FA/19/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 5th June 2014 were agreed and signed by the Chairman as being a correct record

FA/20/14 CHAIRMAN'S ANNOUNCEMENTS

Members noted that letters of thanks had been received from Cruse and West Sussex Mediation Service for grants recently awarded.

IT WAS RESOLVED

To note the Chairman's Announcement

FA/21/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FA/22/14 COUNCIL AND COMMITTEE BUDGET MOINITORING – at 30.6.2014

Members noted receipt of the Budget Monitoring Information.

Members noted the Recommendation from the Property Committee meeting of 12th June 2014 regarding expenditure on fitting out the new part of Holbrook Tythe Barn with tables, chairs, kitchen and ancillary equipment, totalling £3,882.52. The Recommendation being that the expenditure be met from the Capital Reserve.

IT WAS RESOLVED

(a) To note the Budget Monitoring information to 30.6.2014; and

- (b) To approve expenditure from the Capital Reserve in the sum of £3882.52 for fitting out the Barn, as recommended by the Property Committee on 12th June 2014.

FA/23/14 BANK RECONCILIATION at 30.6.2014

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

IT WAS RESOLVED

That the Bank Reconciliation at 30.6.2014 be approved and signed by the Committee Chairman

FA/24/14 VAT POSITION AT 30.6.2014

Members noted receipt of the Clerk's Report and were pleased to note that the Council was within the £7500 *de minimis* limit, at £5,636.76.

IT WAS RESOLVED

To note the Report

FA/25/14 COUNCIL ASSETS AND INSURANCE ARRANGEMENTS

Members noted that the Clerk had been unable to complete this task and that a Report would be available for the next meeting.

IT WAS RESOLVED

To note the Report

FA/26/14 GRANT APPLICATIONS

Members noted the Clerk's comments in respect of two applications. Following discussion of each application in turn

IT WAS RESOLVED

- (a) That a grant be awarded as follows –
Victim Support West Sussex £500
- (b) That a grant not be awarded to St Catherine's Hospice at this time

FA/27/14 DATE OF NEXT MEETING

Thursday 23rd October 2014 (scheduled)

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

..... Chairman

.....Dated