

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 25th FEBRUARY 2016 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: Sue Kemp, Parish Clerk

FA/051/16 PUBLIC FORUM

Two representatives from Holbrook Community PreSchool, Nickki Moors and Emma Waring were present. Mrs Waring spoke in support of the PreSchool's application for a grant. She commented that there were limits to the fee charges and also on numbers that could be taken because of the size of the room. Changes in funding levels from the County Council and ultimately, the Government, were having a profound impact on the PreSchool's future.

FA/052/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Butler

FA/053/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 17th December 2015 were agreed and signed by the Chairman as being a correct record

FA/054/16 CHAIRMAN'S ANNOUNCEMENTS

Members noted receipt of the interim Report of the Internal Auditor, who visited on 18th November. Members were pleased to note that the Report was, again, positive.

IT WAS RESOLVED

To note the Chairman's Announcement

FA/055/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FA/056/16 COMMITTEE AND COUNCIL BUDGET MONITORING – to 31.12.2015

Members noted receipt of the Council's internal spreadsheet detailing the Council and Committee Budget Monitoring for the third quarter, to 31st December 2015. Following discussion

IT WAS RESOLVED

To note the Budget Monitoring information to 31.12.2015

Members further noted that the year-end procedures would be undertaken by Rialtas Business Solutions Ltd, as in previous years, on 21st April 2016.

FA/057/16 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 31.1.2016 be approved and signed by the Committee Chairman

FA/058/16 VAT POSITION AT 30.11.2015

Members noted receipt of the Clerk's Report and noted that the Council was within the £7500 *de minimis* limit, at £1,463.30 at 31.1.2016. Members noted that a very close eye was being kept on the situation.

IT WAS RESOLVED

To note the Clerk's Report

Committee Members noted receipt of a paper – VAT Position and Strategy – produced by Councillor Torn. He commented that this was currently in its draft form and a complete version would be put before the Committee in due course.

IT WAS RESOLVED

To note Councillor Torn's comments

FA/059/16 GRANT APPLICATIONS

Members noted receipt of grant applications from (a) Holbrook Community PreSchool; (b) Horsham Town Community Partnership; and (c) Age UK Horsham; together with completed Grant Assessments in respect of the three applications. Following discussion

IT WAS RESOLVED

- (a) That Holbrook Community PreSchool be awarded a grant of £2843 to be used towards rental costs**
- (b) That Horsham Town Community Partnership be awarded a grant of £150 towards the cost of the annual Riverside Walk project**
- (c) That the grant application by Age UK Horsham be refused**

FA/060/16 DATE OF NEXT MEETING
Thursday 2nd June 2016 (scheduled)

There being no other business, the Chairman closed the meeting at 8.05pm

..... Chairman

.....Dated