

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 27th FEBRUARY 2014 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors P. Burgess, N. Butler, T. Rickett*, G. Porter, S. Torn (Chairman), R. Wilton and Mrs S. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk

FA/49/14 PUBLIC FORUM

There were no members of the public present

FA/50/14 APOLOGIES FOR ABSENCE

There were no apologies for absence

FA/51/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 19th December 2013 were agreed and signed by the Chairman as being a correct record, after the following amendment was made – final Minute FA/37/12 was re-numbered to FA/48/13, so as to maintain the correct number sequence

FA/52/14 CHAIRMAN'S ANNOUNCEMENTS

(a) Fidelity Guarantee Insurance

Following on from the Internal Auditor's Report as discussed at the last meeting, Members noted that the sum insured in this regard was £500,000, which was above the Internal Auditor's recommendation

(b) Year End work – 2013/2014

Members noted that the final year end work would be undertaken on 25th April 2014, with the assistance of Mrs Wilbur, as in previous years

IT WAS RESOLVED

To note the Chairman's Announcements

FA/53/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FA/54/14 COUNCIL AND COMMITTEE BUDGET MONITORING – to 31.12.2013

Members noted receipt of Budget Monitoring information to 31.12.2013 for all Committees and Council.

Members noted the Clerk's comments regarding the writing off of £452.40 from the Sales Ledger, in respect of one user – a charity

Following brief discussion

IT WAS RESOLVED

- (a) To note the Budget Monitoring information**
- (b) To note the details of the write off of £452.40**

FC/55/14 BANK RECONCILIATION at 31.1.2014

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

IT WAS RESOLVED

That the Bank Reconciliation at 31.1.2014 be approved and signed by the Committee Chairman

FA/56/14 VAT POSITION AT 31.1.2014

Members noted receipt of the Clerk's Report that the Council was currently £3,082.55 below the £7500 *de minimis* limit

IT WAS RESOLVED

To note the Report

FA/57/14 GRANT APPLICATIONS

(a) 1st Roffey Scouts

Members noted receipt of the Clerk's Report and an Assessment of a Grant Application from 1st Roffey Scouts, for a grant towards an extension to their Scout Hut.. Members noted an additional letter from the group regarding their mini bus. The Clerk reported on a conversation with Horsham District Council (HDC) regarding S106 and CIL monies and the Clerk would effect an introduction between the parties. Following discussion

IT WAS RESOLVED

To defer consideration of the application pending (a) discussions between the Group and Horsham District Council; and (b) the final accepted quotation for the proposed work

(b) Age UK Horsham District

Members noted receipt of the Clerk's Report and an Assessment of a Grant Application from Age UK Horsham District, for a grant to the continuing work of the Information Service. Following discussion

IT WAS RESOLVED

To award a grant of £5,500 towards the continuing work of the Information Service

(c) Manor Theatre Group

Members noted receipt of the Clerk's Report and an Assessment of a Grant Application from Manor Theatre Group, for a grant to new lighting and sound equipment at North Heath Hall. Members considered that this expenditure should be provided by the Parish Council itself, rather than be 'granted' to a user group. the continuing work of the Information Service.

IT WAS RESOLVED

(a) That the application for a grant in the sum of £2,570 be denied

(b) That the proposal for expenditure on lighting and sound equipment be put to the Property Committee at the next Committee meeting.

(d) Horsham in Bloom

Members noted receipt of the Clerk's Report as to the confusion that had arisen regarding sponsorship of the Best Kept Allotment competition run by Horsham in Bloom; in that the Parish Council were now a 'year behind'. Members also noted that the error also partly arose from a lack of written communication from Horsham in Bloom members. Following discussion

IT WAS RESOLVED

To pay a further £400 to Horsham in Bloom to bring the sponsorship payments to the current 2014 year.

FA/58/14 DISBURSEMENT OF THE COUNCIL'S BANK RESERVES

Members noted receipt of the Clerk's Report. It was noted that Lloyds Bank were now questioning the reason for the Council holding a Private Banking Savings account, which was inappropriate for the Council's type of business. Members noted the alternatives offered by Lloyds.

Members further noted the balances held with the Bank of Ireland and the Co-Operative Bank.

Following discussion

IT WAS RESOLVED

- (a) That the Private Banking account be changed to a Business Instant Access account, on the terms described
- (b) That the account with the Co-Operative Bank be closed and the closing funds be placed into a Lloyds Bank High Interest account for a period of three months
- (c) That alternatives be sought for the deposit held with the Bank of Ireland

FA/59/14 DATE OF NEXT MEETING
Thursday 5th June 2014 (scheduled)

There being no other business, the meeting closed at 8.25pm.

..... Chairman

.....Dated