

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 2nd JUNE 2016 AT 7.30pm**

COMMITTEE REPORT

3. PUBLIC FORUM

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

6. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDATION.

To note the 1% staff salary increase notified by NALC from 1st April 2016.

7. DECLARATIONS OF INTEREST

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

8. BANK RECONCILIATION - at 31.3.2016

The Bank Reconciliation at 31.03.2016 is the most recent that is available from the accounts system.

Members are reminded that Bank Reconciliations (and now associated Bank Statements) should 'be signed periodically at the meetings of the Finance and Administration Committee'. The Bank Reconciliation and Bank Statements will be available at the meeting.

RECOMMENDATION

To record that the Bank Reconciliation and associated Bank Statements are signed by the Committee Chairman.

9. VAT POSITION - at 31.3.2016

The amounts of VAT that cannot be reclaimed are as follows, subject to the £7500 *de minimis* limit -

Roffey Millennium Hall – all VAT can be reclaimed

Holbrook Tythe Barn – 70% of VAT cannot be reclaimed

Multi Courts – 85% of VAT cannot be reclaimed

North Heath Hall – 100% of VAT cannot be reclaimed

Administration expenditure – 37% of VAT cannot be reclaimed

Other expenditure – all VAT can be reclaimed

Members are advised that at 31st March 2016 the Council is £845.13 below the *de minimis* limit. Members are reminded that this figure is from the Clerk's own spreadsheet, which has been accepted by HMRC, and does not match the VAT figures produced by the accounts system.

RECOMMENDATION

Members are asked to note this section of the Report

10. COUNCIL'S BANKING ARRANGEMENTS

Members are advised that the Clerk and Deputy Clerk met with the Council's Relationship Manager at Lloyds Bank, David Page, on 26th May 2016. Councillor R Wilton, as a signatory to the accounts, was also present. The following matters were discussed –

(a) Internet Banking

Members are asked to note that a report will be given at the Committee meeting.

RECOMMENDATION

To progress internet banking in line with recommendations given at the meeting.

(b) Bank Mandate

RECOMMENDATION

1. To agree that the Parish Clerk and Deputy Clerk are signatories on the Bank Mandate.

2. To canvass all Councillors to ascertain who wishes to be signatories on the bank mandate.

3. To submit all information to Lloyds Bank for progression.

(c) Investment

The Parish Council currently has two Lloyds Bank accounts , a current account and an instant access account. The rate of interest for the business account is 0.5%.

Short term fixed rate bonds yield the following interest rates:-

3 month bond – 0.65%

6 month bond – 0.8%

9 month bond – 0.9%

12 month bond – 1.5%

RECOMMENDATIONS

To invest £100,000 in a twelve month bond.

To invest £100,000 in a three month bond.

(d) Credit card

RECOMMENDATION

To reduce the need for petty cash to agree that two credit cards with a limit on each of £250 per transaction be issued to the Clerk and Deputy Clerk for use for small items. Any expenditure to be reported to the Council at the next appropriate meeting of the Council.

11. COUNCIL'S INFORMATION TECHNOLOGY ARRANGEMENTS

To comply with Transparency regulations, data protection and Freedom of Information, to consider a managed E-mail system and website and an overhaul of the computer system to ensure consistency throughout the suite of computers and to ensure sound governance.

RECOMMENDATION

To consider uplifting the budget for IT from £1,160 to £2,500 to enable flexibility to enable a managed e-mail account and website and to enable the computer systems to be overhauled.

12. OUTSTANDING INVOICE

RECOMMENDATION

To write off the debt of £481.63.

13. GRANT APPLICATIONS

Information submitted by Horsham District Age UK in response to concerns raised by the Finance Committee following a declined grant application in February 2016.

RECOMMENDATION
To note the information

The Council's current Budget provision for grants (4155/103) is £15,000 and £2,000 for S.137 expenditure (4150/102).

Initial approaches have been made to the Parish Council for grant funding from Horsham Community Responders who will be asking the Council to support supplying a defibrillator in a cabinet in the area around the Millennium Hall in Roffey.

RECOMMENDATION
To consider how the Council wishes to advise Horsham Community Responders.

A further approach has been made by the Roffey Friendship Club who will be putting forward a grant application for £300 in due course.

Members are asked to consider the following application for a grant -

- (a) **Roffey Cricket Club**
Request for £550.00 towards extending the existing boundary net on Bostock Avenue. This is to protect neighbouring properties.
- (b) **Holbrook Community Pre-school**
Request for £2,300 towards running the Holbrook Community Pre-School.
- (c) **Victim Support**
Request for £500 towards recruiting, training and supervising new volunteers. They will support victims and witnesses within the North Horsham area.

RECOMMENDATION
To award grants as appropriate under the appropriate powers.

14. DATE OF NEXT MEETING
Thursday 21st July 2016

Pauline Whitehead
26th May 2016