

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 17<sup>th</sup> DECEMBER 2015  
AT 7.30pm**

**COMMITTEE REPORT**

**1. 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.

**4. CHAIRMAN'S ANNOUNCEMENTS**

**(a) Letters of thanks**

Members are asked to note that letters of thanks have been received from (a) the Roffey Friendship Club, (b) Home Start and (c) Kent, Surrey and Sussex Air Ambulance for the grants recently given.

**RECOMMENDATION**

**Members are asked to note the Chairman's Announcement**

**5. 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 a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they 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.

**6. COMMITTEE AND COUNCIL BUDGET 2016/2017 – second draft**

Members will be given at the meeting, the second draft of the Committee and Council Budget for 2016/2017. The document has been prepared showing Council and Committee Budget Monitoring information up to 30<sup>th</sup> November 2015.

Members are asked to note that whilst there have been no major changes to the overall Budget since the first draft, the Property Committee has not seen the final draft as the last meeting of that Committee was inquorate. Further that there has been no discussion regarding any possible increase to Hall Hire Fees etc.

Members are further advised that there are no significant projects put forward for the forthcoming year. This is mainly due to lack of staff time and resources and that the Clerk's successor may have further ideas. Those projects put forward in the notes to the Reserves Balances sheet, are all necessary works which total in the region of £14,000. This sheet also shows the proposed breakdown of the Youth Provision Reserve balance of £18,750.

With regard to the Planning Committee, there is an item of expenditure from that Committee Budget which was agreed at the last Committee meeting. This expenditure is for the purchase of a computer and screens for the Members' Room to assist with the viewing of plans. This will be met from the current year's Committee Budget.

Taking into account income, expenditure and Reserve transfers etc; the level of Council Tax Benefit Grant to be received in 2016/2017 and the Parish Tax Base (all shown on the last page of the Budget document), the recommended Precept is £282,726, which represents a 0.90% increase on the previous year.

**RECOMMENDATION TO COUNCIL**

- (a) **That the Council and Committee Budgets are approved; and**
- (b) **That the Parish Council's Precept requirement for 2016/2017 be set at £275,720, excluding the Council Tax Benefit Grant of £7,006**

**7. BANK RECONCILIATION - at 30.11.2015**

The Bank Reconciliation at 30.11.2015 is the most recent that is available from the Council's computerised accounts system.

Members are reminded that Bank Reconciliations and 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**

**That the Bank Reconciliation and associated Bank Statements are signed by the Committee Chairman**

**8. VAT POSITION at 30.11.2015**

Members will recall that the percentages applicable to 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 30<sup>th</sup> November 2015 the Council is £1,962.09 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**

**9. GRANT APPLICATIONS**

The Council's current Budget provision for grants (4155/103) is £15,000 – with £4,220 currently being available; and £2,000 for S.137 expenditure (4150/102), with the full amount currently available..

Members are invited to consider Grant Assessment Reports in respect of the following applications for grants -

**(a) Holbrook Community Playgroup** – reduction in room hire charge

**(b) Outset Youth Action** - £350

**RECOMMENDATION**

**Members' views are sought as to the level of grants and sponsorship to be awarded**

**11. DATE OF NEXT MEETING**  
**Thursday 25<sup>th</sup> February 2016 (scheduled)**

Sue Kemp – Parish Clerk  
17<sup>th</sup> November 2015