

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 21st JULY 2016 AT 7.30pm**

COMMITTEE REPORT

To be considered in conjunction with the agenda for this meeting.

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

4. 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 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.

5. Chairman's Announcement's.

Banking Arrangements:-

Lloyds Bank- The bank mandate for Lloyds Bank has been completed and is being processed.

Co-operative Bank – The bank mandate requires confirmation of signatories from the full Council and an appropriate minute.

Bank of Ireland – A letter has been sent to the Bank of Ireland requesting an amendment to the bank mandate.

Bank Cards – an application form has been completed.

Block bookings and VAT

Letters have been sent to all users of the Multi Courts who block book the

facility for evidence that they are compliant with the criteria set down by HMRC for non payment of VAT. Those who do not provide evidence will be charged VAT on block bookings.

Section 5 of the Governance and Accountability for Smaller Authorities in England 'A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements' March 2016 is now available.

Any considerations that the Chairman wishes to give for the budget setting process for 2017/18.

6. Financial Review.

See Annex 1 and 2.

The bank reconciliations will be available at the meeting.

7. Revisions to annual budget.

The General Reserve is lower than anticipated following year end calculations. The Chairman will offer some suggestions for a revised budget.

8. Financial Regulations

Model NALC Financial Regulations were released in 2016 and cover arrangements for internet banking. Draft Financial Regulations have been prepared for consideration by the Finance and Administration Committee and for recommendation to full Council. (See Annex 3).

9. Internet banking.

Procedure for consideration (clarification being sought from Lloyds Bank as to any additional steps that may be needed)

1. Invoices are prepared for payment and the data input into the Financial System to provide a list for authorisation.

2. The list is authorised by two members who are bank signatories and countersigned by the Clerk (See Financial Regulation 6.4) at a Council Meeting or Finance and Administration Meeting.

3. The Clerk releases the payments using internet banking. Access to internet banking shall be in compliance with Financial Regulation 6.16

4. The list of payments released by the bank is signed by two members who are bank signatories as a correct record of the transactions that have taken place and this is reported to Council.

5. It may be necessary to issue cheques where emergency payments are required and where an appropriate meeting is not imminent.

10. Outstanding invoices.

Two invoices for Skills Start Football for hire of the Multi Courts relating to

October 2015 remain outstanding. The total of both invoices is £195.36. Skills Start Football has gone bankrupt with significant debtors. All their dealings are in the hands of the solicitors.

11. Utilities

The fixed price plan for gas at North Heath Hall and the Tythe Barn ends on 7th August 2016. The following costings are from British Gas.

	Existing	1 year fixed	2 year fixed	3 year fixed
Holbrook Tythe Barn				
Standing charge p/day	0	41.232	41.735	42.238
	4.342	3.180	3.219	3.258
North Heath Hall				
Standing charge p/day	0	140.711	142.427	171.599
Unit p/kWh	4.342	2.725	2.758	3.323

12. Information Technology arrangements

Appreciation is expressed for guidance and assistance from Cllr Butler regarding the IT systems within North Horsham Parish Council.

The recommendations that he has suggested are as follows:-

- Put in place measures to ensure that the domain name is secure should there be a decision to change Internet providers.
- Use an IT company to install Office 365 on all computers to host mail and office applications. Use two factor authentication to improve security.
- Move the website from the un-managed environment of UKhosts4u to the premium paid for Wordpress.com hosting service and set aside resource (either funding or time) for training.
- Locate and document internet access into the Roffey Millennium Hall (RMH).
- Move the router to a more central point in the RMH office to improve wi-fi signals. Install two more wi-fi access points which can be plugged into the walls and then back to a network switch.
- Provide two small USB hard drives to enable back up services are provided. A third level of back up could be provided.
- Provide support through an IT company.
- Consider systems for document discovery.
- Upgrade to Windows 10.
- Provide clear documentation of packages specific to users so that

Recovery of a machine can be clearly understood.

- Put policies in place to cover use of e-mail, file access, backup procedures, data protection etc.
Costings to follow.

Printer / Copier Review – July 2016

The current photocopier was leased from Principal on a 5 year contract. It was installed on 06/05/2011 and the lease expired on 06/05/16. As the agreement was not terminated or renewed it was rolled over for another year as stipulated in the contract. If we wish to terminate the contract now a settlement cost will have to be paid to Principal.

Current machine - Cannon IR-ADV C2520I (all costs shown below exclude VAT)

Lease rental - £374 per quarter
Cost per black and white copy .986p
Average usage:
9000 black and white copies x .986p = £88.74

Total average cost per quarter with current machine = £462.74

This machine is only used as a black and white photocopier, it has no colour or scanning facility and is not networked to any of the computers.

In addition to this the PC owns the following equipment:
3 x LaserJet 1300 printers (black and white)
1 x LaserJet 500 printer (colour)
2 x scanners

The proposal is to keep one of the LaserJet 1300 printers in the Clerk's office and the LaserJet 500 in the main office for use at busy times/as a backup. The other equipment will be surplus to requirements.

Proposed new machine - Cannon IR-ADV C3325i

Functions:
Black and white and colour copies
A4 and A3 copies
Networked to all computers
Network black and white and colour scanning
25 pages per minute

The following quotes have been obtained from three companies and are based on a 5 year contract:

	Quote 1	Quote 2	Quote 3
Lease per quarter	£195	£132.45	£190.80
Lease over 5 years	£3900	£2649	£3816
Settlement Cost*	£200	£646	£646
Total over 5 years	£4100	£3295	£4462
Mono cost per copy**	.456p	.4p	.4p
Colour cost per copy**	3.744p	4p	4p

*Still under negotiation

** Cost per copy includes a service agreement which includes all call outs, parts, labour and replacement Cyan, magenta, yellow and black toner.

Delivery, installation, networking and full training is free of charge for first two options, this will include the addition of any new computers in the future. For the third option a cost of £95 will be charged for initially connecting computers to the network. If additional computers are added in the future a fee of £95 per hour will apply.

13. **Section 106**

See Annex 4 for a report following a meeting with Horsham District Council (HDC) regarding Section 106 monies available to North Horsham Parish Council and other local clubs and organisations. Money is available for various projects and HDC has suggested a project on Roffey.

14. **Grants**

£13,922 remains in the grants cost centre for 2016/17. See Annex 5 for a list of grants awarded since 2008.

Holbrook Community Pre-school - application for £2,300 for assistance with the cost of rent. The facility caters for families with young children. Deferred from June 2nd 2016.

West Sussex Mediation Service – application for £400 to assist with service provision. The service aims to resolve disputes and reduce minor crime and antisocial behaviour and to promote health and well-being, community cohesion and improved communication. The service assists 100 people directly in Horsham and many more indirectly.

Pauline Whitehead
14th July 2016