

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 23<sup>rd</sup> JULY 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 received**

Members are asked to note receipt of a letter of thanks from (a) Age UK Horsham District (£5,000); (b) Victim Support (£500); and (c) West Sussex Mediation Service (£400) for grants recently awarded.

**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 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.

**6. COMMITTEE AND COUNCIL BUDGET MONITORING – at 30.6.2015**

Members will be given at the meeting, the Council's internal spreadsheets showing the Budget Monitoring at 30.6.2015

## **RECOMMENDATION**

**Members are asked to note the Budget Monitoring information**

### **7. BANK RECONCILIATION - at 30.6.2015**

The Bank Reconciliation at 30.6.2015 is the most recent that is available from the 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 30.6.2015**

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> June 2015 the Council is £6,283.83 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. ON-LINE BANKING**

Members are advised that it is anticipated that a Report will be available at the Committee meeting.

**10. COUNCIL ASSETS**

Members will recall that it was previously considered that an abbreviated form of the Parish Council's Asset Register be made available for posting on the Council's website.

The proposed document will be available at the Committee meeting.

**RECOMMENDATION**

**Members' views are sought**

**11. GRANT APPLICATIONS**

The Council's current Budget provision for grants (4155/103) is £15,000 – with £8520 currently being available; and £2,000 for S.137 expenditure (4150/102).

At the time of writing the Report there are no grant applications for consideration.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**12. DATE OF NEXT MEETING**

**Thursday 22<sup>nd</sup> October 2015 (scheduled)**

Sue Kemp – Parish Clerk  
16<sup>th</sup> July 2015