

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 23<sup>rd</sup> OCTOBER 2014  
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 – for information and noting only**

**(a) External Auditor's Report**

Members are advised that the external Audit for the financial year ended 31<sup>st</sup> March 2014 and the Annual Return has been completed with no comments at all. The Annual Return will be posted on the Council's website and the appropriate notice displayed, in due course.

**(b) Next visit of the Internal Auditor**

Members are asked to note that the Internal Auditor will next be visiting on 26<sup>th</sup> November 2012

**(c) Letter of Thanks**

Members are asked to note receipt of a letter of thanks from Victim Support for a grant recently awarded to the organisation

**RECOMMENDATION**

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

**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. COUNCIL AND COMMITTEE BUDGET MONITORING – to 30.9.2014**

Members have been circulated with spreadsheets detailing Budget Monitoring information to 30.9.2014, with hard copies being available at the meeting.

**RECOMMENDATION**

**That Members note the Budget Monitoring information at 30.9.2014**

Members are asked to note the success of the Administration Officer with regards to Credit Control. At the end of September, the balance outstanding on unpaid invoices was £1,752.91; and at 22<sup>nd</sup> October there is a balance of £4,295.93. Of this, £438.07 is the remainder of the long term debt to the Parish Council; £2,278.78 outstanding from regular users; and the remainder (£1,579.08) for invoices in advance of bookings.

**RECOMMENDATION**

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

**7. COUNCIL AND COMMITTEE BUDGET 2015/2016 – first draft**

Members will find enclosed the first draft of the 2015/2016 Budget with supporting notes where appropriate.

**RECOMMENDATION**

**Members' views are sought**

**8. BANK RECONCILIATION at 30.9.2014**

The Bank Reconciliation at 30.9.2014 is the most recent that is available from the accounts system. Members are reminded that Bank Reconciliations should 'be signed periodically at the meetings of the Finance and Administration Committee. The Bank Reconciliation will be available at the meeting

## **RECOMMENDATION**

**That the Bank Reconciliation is signed by the Committee Chairman**

### **9. VAT POSITION AT 30.9.2014**

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> September 2014 the Council is £4,528.19 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. GRANT APPLICATIONS**

The Council's current Budget provision for grants (4155/103) is £15,000 and £2,000 for S.137 expenditure (4150/102). Of this, £12,900 and £2,000 respectively remains available for the current year (total £14,900).

Members are asked to consider the following applications for grants -

#### **(a) Central and South Sussex CAB**

The Parish Council annually supports this organisation by way of a grant and also by waiving the rental charge for Arundel Room (downstairs) for the weekly morning surgeries, from 10am to 1pm, which equates to approximately £975 per annum

The organisation is requesting a grant at the same level as last year of £3,361 for the daily cost of the Outreach service, plus a continued waiver of hire charges. The annual cost of the Outreach Worker per day is £3,816, plus £545 towards management and administration costs.

Members will note that half of the stated cost of the Service (for half a day) is £2180.50. Further that Accounts and a Bank Statement to 30.7.2014 is available for inspection.

**RECOMMENDATION**

**Members' views are sought as to the award of a grant in the sum as requested viz. £3,361; or alternatively, a grant in the sum of £2180.50; together with the continuing waiver of hire fees.**

**(b) Kent Surrey and Sussex Air Ambulance**

Members will, no doubt, recall that grants have been made to this organisation previously – in July 2010 and March 2011, in the sum of £1,500 on each occasion. A request has been made for a grant of '£250 or any other amount deemed appropriate' towards the continuing provision of a helicopter emergency service.

**RECOMMENDATION**

**Members' views are sought as to the award of a grant in the sum of £250; or alternatively in the sum of £1,500**

**(c) Roffey Friendship Club**

Members are advised that this is a new group meeting at Roffey Millennium Hall on alternate Thursday afternoons; and currently organised by staff, in particular the Administration Officer. Details of how the Club was started can be given at the meeting, but the purpose of the Club is to provide friendship and a meeting point for the over 60's.

Councillor David Searle writes "..... I am pleased that the Roffey Friendship Club is being well supported by the over 60's of North Horsham. Speaking to the members they do appreciate the Parish Council setting up and sponsoring the Club, which they very much enjoy. It is a worthwhile cause, which helps prevent those members from being isolated. I am sure that in time when the members tell their friends how much they have enjoyed this social event, the membership will grow. To help the Club get established we need to secure some seed funding and once this is in place, I expect the Club to be self-funding through the membership. With this in mind, I would support and sponsor your application to the Finance Committee for a grant of £250 to be spent establishing a permanent Club and contributing to social events in the future'.

The application for a grant of £250 is made by the Parish Clerk for and on behalf of the Club. The grant money will be managed by the Administration Officer on behalf of the Club and in the event that the Club ceases to exist, any remaining funds will be returned to the Parish Council.

**RECOMMENDATION**

**Members' views are sought as to the award of a grant of £250 for and on behalf of the Roffey Friendship Club**

- 11. DATE OF NEXT MEETING**  
**Thursday 5<sup>th</sup> June 2014 (scheduled)**

Sue Kemp – Parish Clerk  
23<sup>rd</sup> October 2014