

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 25th FEBRUARY 2016
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

Members are advised that the Internal Auditor visited on Thursday 18th March 2016 for the interim Audit.

The Report is available for Members to read if they wish but attention is drawn to the following specific areas which were tested –

Proper Book-Keeping

Satisfactory - I am of the opinion that the RBS package is being used properly and that it is fit for purpose for a Council of this size. I was pleased to see that the books and records on RBS are regularly maintained and the Clerk/RFO has a positive attitude to keeping these up to date.

Financial Regulations, Standing Orders and Payment Controls

Satisfactory – the nominal ledger balances are brought forward correctly and the postings to the nominal accounts are properly made

Risk Management

Satisfactory – the Council has a positive attitude to risk assessment and documents the assessments and reviews in a logical manner

Budgetary Controls

The Council has budgets in place and evidence suggests performance against budget is reviewed on at least one occasion. Reserves are reasonable and there is no evidence of capital and revenue reserves being mixed.

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 MONITORING – at 31.12.2016

Members will be given at the meeting, the Budget Monitoring information to 31.12.2016

RECOMMENDATION

Members are asked to note the Budget Monitoring information

7. BANK RECONCILIATION - at 31.1.2016

The Bank Reconciliation at 31.1.2016 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 31.1.2016

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 31st January 2016 the Council is £1,463.30 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
Members will no doubt recall that this application was deferred to enable members of the Playgroup to attend this meeting and put their application in person
- (b) **Horsham Town Community Partnership** - £150
- (c) **Age UK Horsham** - £5000

RECOMMENDATION

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

10. DATE OF NEXT MEETING

Thursday 2nd June 2016 (scheduled)

Sue Kemp – Parish Clerk
19th February 2016