

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 27<sup>th</sup> FEBRUARY 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**

At the time of writing the Report, there are no 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 31.12.2013**

Members will be circulated with spreadsheets detailing Budget Monitoring information to 31.12.2013, at the meeting. Details will also be given of written off items in the Sales Ledger.

Both the Clerk and the Committee Chairman will be pleased to answer any questions that Members may have on the papers

## **RECOMMENDATION**

**That Members note the Budget Monitoring information at 31.12.2013**

### **7. BANK RECONCILIATION at 31.1.2014**

The Bank Reconciliation at 31.1.2014 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**

### **8. VAT POSITION AT 31.1.2014**

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 31<sup>st</sup> December 2014 the Council is £3,082.55 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 and £2,000 for S.137 expenditure (4150/102). Of this, £8,361 and £1,950 respectively remains available for the current year (total £10,311).

Members will find enclosed an Assessment Report in respect of each of the grant applications received, which are detailed below -

<b>APPLICANT</b>	<b>GRANT SOUGHT</b>	<b>RECOMMENDATION</b>
1 <sup>st</sup> Roffey Scouts	£2,000	£2,000 *
Age UK Horsham	£6,000	£5,500
Manor Theatre Group	£2,570.34	£2,570
<b>TOTAL</b>	<b>£10,750.34</b>	<b>£8,070</b>
		£2,000 *
		<b>£10,070</b>
		* = deferred payment

Members are asked to note that a virement can be made from 4155/103 (grants) to 4150/102 (S.137 expenditure) to deal with any overspend that may occur.

### **RECOMMENDATION**

**That the level of grants to be made is determined**

### **HORSHAM IN BLOOM**

As Members are aware, the Parish Council has been supporting Horsham in Bloom (HIB) for a number of years. More recently, however, one or two issues have arisen.

The money paid to Horsham in Bloom (£400) is for sponsorship of the Best Kept Allotment Competition (of which a plot holder at the Amberley Close Allotments was the winner last year). Payment is made via a verbal request from a Councillor on the HIB Committee and followed by an email from the HIB administrator. The HIB financial year runs from December to December; and the request is made in January or February of the sponsorship year.

For 2013, neither a request or an email was received and, therefore no payment was made (although an invoice was received later in the year, which will not be paid). There then followed an exchange of phone calls and emails resulting in a cheque being drawn in January 2014 for the 2013 sponsorship.

HIB are suggesting that the above cheque is for the 2013 competition and that a further cheque is drawn in the next financial year for the 2014 sponsorship; with the further suggestion that a further invoice will be drawn.

Members are advised that this payment is becoming similar to that paid to Horsham District Council (HDC) for the upkeep of Roffey Cemetery. The quarterly invoice received states that this is a grant, although no details are available as to costs involved etc. It would appear that this situation has prevailed for many years.

HIB advise that the £400 is spent as follows –

- (a) Prizes to entrants - £260-£320 (depending on number of commendations awarded)
- (b) Cost of awards/engraving - £30-£50 (depending on number of awards)
- (c) Administration - £50 (photocopying, printing, postage, Judging Expenses, publicity etc)

HIB say that ‘any funds that may be remaining are used by HIB towards the presentation event itself and the producing and sending of photographs to the winning entrants’.

Members are invited to consider whether they wish to regularise the position in respect of HIB by paying a further £400 this financial year for 2014; and, indeed, Roffey Cemetery; and to establish a future pattern of payments.

**RECOMMENDATION**  
**Members’ views are sought**

**10. DISBURSEMENT OF COUNCIL’S BANK RESERVES**

Members are advised that a telephone call has recently been received regarding the status of the Lloyds Bank Private Banking Savings account. This has arisen following an enquiry by the Financial Services Authority as to why the Parish Council has such an account. The balance on the account at 31.12.2013 is £ .

The reason for the account is probably ‘historic’ it having been in place for over 14 years. The account attracts an interest rate of 0.70% but fees of £62.50 per quarter (£250pa) are charged.

The Council’s Current Account (Private Account) is administered as a ‘Club, Charities and Society’ account and is obviously totally different to the Private Savings account.

Lloyds are suggesting changing the Private Banking Savings account to a Business Instant Access account, which is administered in the same way as the Current Account.

This new account will attract no charges. The interest rate is lower, at 0.05%, but due to the large balance, a bespoke interest rate is offered, at 0.50%. The account details will remain the same and there is instant access to funds.

A High Interest Deposit account offers a greater rate of interest, which is fixed for the duration of the deposit and is available on balances of £10,000 to £10,000,000. By example, a three year deposit offers a gross interest rate of 1.10%

Members are also reminded that sizeable deposits are held with the Co-Operative Bank (£75,335.12 at 5.9.2013) and the Bank of Ireland (£72,937.10 at 6.1.2014)

**RECOMMENDATION**

**Members' views are sought as to the re-distribution of some or all of the Parish Council's Bank Reserves**

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

Sue Kemp – Parish Clerk  
20<sup>th</sup> February 2014