

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 15TH DECEMBER 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors P. Burgess, N. Butler, S. Torn, R Knight*, R. Wilton and Mrs S. Wilton.

* denotes absence

In attendance: Pauline Whitehead BA(Hons) FILCM

FA/106/16 Public Forum

There were no members of the public or press in attendance.

FA/107/16 Apologies

The Committee received apologies and reasons for absence from Cllr. R. Knight.

FA/108/16 Minutes

The Minutes of the meeting held on 20th October 2016 were agreed and signed by the Chairman as being a correct record.

FA/109/16 Declarations of Interest

There were no declarations of interest.

FA/110/16 Chairman's Announcements

Whilst the directors governing Surrey and Sussex Association of Local Councils Ltd and West Sussex Association of Local Councils Ltd had agreed to increase subscriptions by 2% there is a maximum cap of £1,650. The formula for calculating the subscription is electorate multiplied by 29.57 pence per elector (for North Horsham 16,873 x 29.57 = £4,989.35). NALC subscriptions will be 73 pence per elector (£1,135.55).

The closure of Lloyds Bank, Fitzalan Road, Roffey on March 7th 2017 will have an impact on the Council's banking arrangements as a member of staff will have to travel into Horsham for banking business.

FA/111/16 Financial Review to 30th November 2016

The Committee considered documents (attached) which had been circulated at the meeting.

It was RESOLVED to note:-

- 1. The Financial Report and the reserve balances at 30th November 2016.**
- 2. That the Committee Chairman had verified and signed the November 2016 bank reconciliation for Lloyds Bank accounts. In addition, the cash balance for the Co-operative Bank had been verified against the trial balance to 30th November 2016.**
- 3. The VAT analysis which confirmed that the de-minimus value to 30th November 2016 was £5,903.12.**

It was **RESOLVED** to agree the expenditure list to 30th November 2016 totalling £72,022.46. Some payments had been reported and agreed at the Parish Council Meeting on 10th November 2016. These were identified on the list.

FA/112/16 Internal Audit

The Committee noted the Interim Internal Audit Report for 2016/17 which contained some minor recommendations for improvement.

It was **RESOLVED** that the Interim Internal Audit Report 2016/17 would be taken to the next Parish Council Meeting with a schedule of actions.

FA/113/16 Roffey (Crawley Road) Cemetery

Following the last Finance and Administration Committee Meeting, the Clerk had contacted Horsham District Council's(HDC) Parks and Countryside Manager to offer £3,000 to HDC towards the upkeep of the Roffey Cemetery on Crawley Road for the 2016/17 financial period. In addition HDC were invited to put forward financial proposals for 2017/18.

In response HDC sent an e-mail (28.11.16) stating that the true costs for running the site needed to be established. The Parish Council were warned that this could lead to HDC recovering retrospective costs from the Parish. The e-mail concluded with a further request for payment.

The Clerk had responded by e-mail (5.12.16) and the content of the e-mail, which focused on how difficult it was for the Parish Council to ascertain the true costs associated with maintaining the asset due to the lack of financial data and background information, was read out at the Committee Meeting.

It was **RESOLVED** that the content of the e-mail dated 5th December 2016 was sent formally from the Committee with a request for financial information on the running of Roffey Cemetery for the last ten years. The Committee agreed to withhold payment of the third installment (2016/17) for burial charges (£1,500) until there had been chance to review and consider the financial information that had been requested.

It was agreed that £1,500 remained in the budget for 2016/17 towards North Horsham Parish Council's share of maintaining Roffey Cemetery and that £1,500 be put aside in the budget for 2017/18.

FA/114/16 Budget calculations for 2017/18

The Committee considered a report on the budget and precept for 2017/18 along with budget calculations which had been circulated with the agenda. Concern was expressed regarding the cost of electrical maintenance at all of the Halls. The suggested figure for 2017/18 was slightly reduced to the 2016/17 cost, however, it was acknowledged that in the past there had been some unexpected electrical maintenance required, so the suggested figures remained.

The Committee **RESOLVED** to put forward revenue costs as part of the budget and precept for 2017/18 to full Council as follows:-

Expenditure 2016/17 - £500,245

Expenditure 2017/18 - £486,023 (to include £1,500 for burial charges).

Income 2016/17 - £170,186

Income 2017/18 - £173,515

It was noted that the calculations included a 2% increase in fees.

The Committee considered the existing Ear Marked Reserves (EMR) and suggestions made by the Clerk to consolidate and give greater clarity to the purpose of the EMR building on comments made by the Internal Auditor in his Interim Internal Audit Report.

It was RESOLVED to :-

- 1. Rename the 'Revenue EMR' (320) containing £7,955 as 'VAT Contingency' as this funding had been set aside to cover costs should the de minimus value for VAT be exceeded in any one year.**
- 2. To keep 'Elections' (322) as stated.**
- 3. To take £4,000 from 'Damage' (325) and reallocate to 'Repairs and Renewals' (321).**
- 4. To take £4,000 from 'Capital Projects' (330) and reallocate to 'Repairs and Renewals' (321).**
- 5. To keep 'Roffey Youth Club' (327) and 'Planning' (328) as stated.**
- 6. To rename the 'Capital Receipt EMR' (335) as 'Capital Projects relating to the North Horsham Parish Council Business Plan' as the Clerk advised the Council that linking documents in this way would be good practice.**
- 7. Proposals to set aside funding for a 'Neighbourhood Plan' and a 'Feasibility study for Roffey' as stated in the Business Plan were not agreed at this time.**

It was noted that the Internal Auditor had suggested reducing the EMRs to enable money to be put into the General Reserve. The Clerk had suggested transferring money from the 'Capital Receipt' Reserve (335) however, proceeds from the disposal of fixed assets cannot be used for revenue purposes (Governance and Accountability for Smaller Authorities in England - June 2016).

FA/115/16 Precept

The Committee RESOLVED to put forward a precept for 2017/18 to full Council of £293,552, which reflects a 1.9% increase on the final council tax per household for those who pay on Band D and which would represent a Council Tax charge at Band D of £34.21.

FA/116/16 Electricity – street lights

The electricity contract for street lighting with EDF Energy terminated on 30th November 2016. Quotations for fixed term contracts of 1, 2 and 3 years were sought with EDF but the flexible rate tariff was considered the most economical.

It was RESOLVED to remain on the flexible tariff with EDF Energy for electricity relating to street lighting and to seek further quotations from British Gas when the contracts for electricity supplies in the Halls come up for renewal in August 2017.

FA/117/16 Grants

The grant allocation in the 2016/17 budget was reduced to £10,000 in the amended forecast agreed by Council on 1st September 2016. There was £1,773.36 left in the grant fund for the remainder of the financial year.

Roffey Friendship Club – request for £150 for Christmas entertainer, buffet and small gifts, any surplus will go towards other activities throughout the year. This is the full cost of the project. There are twenty five members of the Club who pay a £2 subscription to cover refreshments and to go towards additional activities, although sometimes small additional donations are requested from members. The aim of the club is to combat isolation.

Two grants previously awarded - £500 24th October 2014 and £300 27th October 2015.

It was RESOLVED to award £150 to the Roffey Friendship Club in recognition of the positive difference it makes to residents within Roffey.

The Committee hoped that the membership of the Roffey Friendship Club could be increased and that a similar facility could be established in North Heath hall in the future.

Asperger's Voice – request for £586.08 to cover hire of Roffey Millennium Hall for an 'Understanding Autism' event to mark World Autism Awareness Day in 2017. The full cost of the project is £2,543.64. £2,375.18 has been sourced from West Sussex County Council. The project is intended for adults who have or who wish to know more about Autism and Asperger Syndrome who live in the Crawley, Horsham and Mid-Sussex areas of West Sussex. The event was held successfully in 2016 and it is estimated that at least 40 people within North Horsham will benefit. The event will benefit the wider community by raising awareness of the venue and supporting local businesses on the day. Grant awarded April 2016 for £372.36 for room hire for similar event in 2016.

Following careful consideration it was RESOLVED to award £200 to Asperger's Voice. This would make up the difference between the cost of the event and the funding shortfall and reflected the relatively few local people who may benefit.

FA/118/16 Date of next meeting

The next meeting is scheduled for 23rd February 2017 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.40pm

..... Chairman

..... Dated

Finance Meeting 15th December 2016

Actual funding, income and expenditure for 2016/17 showing annual budget for 2016/17 (set in January 2016 as part of the precept) and the proposed forecast as part of the initial precept calculation for 2017/18 presented at the Parish Council meeting on 1st September 2016.

Position at 30th November 2016

Funding

Precept	282,726
Council Tax Benefit	7,006
Environmental Grant	9,538
Total	299,270

Income

Cost Centre	Actual Income	Annual Budget	Proposed Forecast
Admin	709	600	150
Allotments	750	725	750
North Heath Hall	36,978	59,000	59,000
Holbrook Tythe Barn	17,659	25,000	25,686
Multi Court Lettings	9,400	12,000	12,000
Roffey Millennium Hall	50,504	73,750	72,600
Total	116,000	171,075	170,186

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Proposed forecast
Admin	36,404	67,460	57,527
Grants	8,227	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	175,742	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	397	1,700	1,714
Amenity, Recs and Open Spaces	26,024	51,275	50,697
North Heath Hall	17,778	30,712	25,756
Holbrook Tythe Barn	11,077	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	20,361	45,410	37,213
Total	299,010	519,951	499,945

Net expenditure	183,010	339,376	329,759
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All income and expenditure to 30th November 2016 is included in this report. Income is higher than would have been anticipated at this time of the year. Expenditure is significantly less than would be expected, therefore the net expenditure is lower than anticipated at this stage in the year against the proposed forecast. A list of Earmarked Reserves is overleaf.

Earmarked Reserves

901 Earmarked Reserves							
4900	Repairs & Renewals Reserve	0	23,736	160,766	137,030		137,030
4901	Revenue Reserve	0	0	7,955	7,955		7,955
4902	Damage Reserve	0	0	4,000	4,000		4,000
4903	Election Reserve	0	0	19,950	19,950		19,950
4904	Capital Projects Reserve	0	0	4,000	4,000		4,000
4905	Earmarked Reserve -Youth Prov	0	0	5,621	5,621		5,621
4907	Planning Reserve	0	3,750	12,000	8,250		8,250
4908	Capital Receipts Reserves	0	0	25,000	25,000		25,000
	Earmarked Reserves :- Expenditure	<u>0</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>	<u>0</u>	<u>211,806</u>
	Net Expenditure over Income	<u>0</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>		
<hr/>							
	Earmarked Reserves :- Expenditure	0	27,486	239,292	211,806	0	211,806
	Income	0	0	0	0		
	Net Expenditure over Income	<u>0</u>	<u>27,486</u>	<u>239,292</u>	<u>211,806</u>		

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2016/17

At 30th November 2016

The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.

A total of up to £7,500 per annum can be reclaimed on partially exempt items. At 30th September 2016 this limit has not been exceeded.

	Standard Holbrook Tythe Barn 20%	Standard North Heath Hall 20%	Standard Multi courts 20%	Fuel Holbrook Tythe Barn 5%	Fuel North Heath Hall 5%	Standard Admin 20%	Column A Total amount of VAT paid on varying rates	VAT that can be reclaimed.	Standard Roffey Millennium Hall 20%	Standard Fuel 20%	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B
March - June 2016	548.68	653.22	99.00	6.99	8.44	685.45	2001.78		1656.54	1690.87	3355.93	5357.71
July - September 2016	278.14	1489.13	0.00	6.63	1.54	706.21	2481.65		753.63	1226.75	1988.90	4470.55
October - December 2016	2654.92	279.96	35.20	0.00	12.42	1034.26	4016.76		417.21	1655.34	2081.07	6097.83
January - March 2017							0.00				0.00	0.00
Cummulative Total	3481.74	2422.31	134.20	13.62	22.40	2425.92	8500.19		2827.38	4572.96	7425.90	15926.09
VAT reclaim percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%	
VAT that can be reclaimed	2437.22	2,422.31	114.07	9.53	22.40	897.59		5903.12				
£7500 de minimis limit												

Agrees with VAT Return 30.06.2016
Agrees with VAT Return 30.09.2016

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/11/2016	CF Corporate Finance Ltd	DD	158.94	158.94		501		Photocopier lease
01/11/2016	Horsham District Council	DDB	152.70	152.70		501		Dog bins Nov 2016
01/11/2016	Horsham District Council	DDB1	1,481.00	1,481.00		501		Rates Nov 16
02/11/2016	British Gas Business	DD7	570.32	570.32		501		Electricity 13.09.16 13.10.1
02/11/2016	British Gas Business	DD8	260.85	260.85		501		Electricity 14.09 - 14.10.16
02/11/2016	British Gas Business	DD9	242.47	242.47		501		Electricity 13.09.16- 13.10.16
10/11/2016	SOS Systems	DD101116	44.45	44.45		501		Printing
10/11/2016	So Safe Services Ltd	DDNOV1	69.24	69.24		501		Printing
10/11/2016	SOS Systems ✓	DDNOV1	69.24	69.24		501		correction
10/11/2016	SOS	DDNOV1	-69.24	-69.24		501		correction
11/11/2016	Adrian Mobile Locksmith Ltd. ✓	1111161	120.00	120.00		501		Door lock repair
11/11/2016	Contemporary Blind Company ✓	11111611	633.60	633.60		501		Roller blinds
11/11/2016	City Electrical Factors Ltd ✓	11111612	16.67	16.67		501		recycle lamp
11/11/2016	G. Burley & Sons Ltd. ✓	11111613	1,771.69	1,771.69		501		Grounds maintenance
11/11/2016	Woodstock IT Services ✓	11111614	801.53	801.53		501		Migration to office 365
11/11/2016	ZURICH MANAGEMENT ✓	11111615	114.00	114.00		501		LCAS members hip
11/11/2016	Wolseley UK Ltd ✓	11111616	14.33	14.33		501		Basin waste
11/11/2016	West Sussex County Council ✓	11111618	22,576.96	22,576.96		501		September salaries
11/11/2016	Miss Alex Vallance, ✓	11111619	31.05	31.05		501		Mileage October 2016
11/11/2016	Mr Ross McCartney, ✓	1111162	27.18	27.18		501		Mileage - September 2016
11/11/2016	N.Tucker Ltd ✓	11111620	335.00	335.00		501		Notice board cleaning
11/11/2016	T C Maintenance ✓	11111621	300.00	300.00		501		Playground maint
11/11/2016	Mr N. Simmonds, ✓	11111622	215.00	215.00		501		Emergency lighting test
11/11/2016	Servcom Services UK Ltd. ✓	11111623	420.94	420.94		501		Heating fault
11/11/2016	PITNEY BOWES FINANCE LTD ✓	11111625	244.67	244.67		501		Franking machine rental
11/11/2016	Mrs D. Lees ✓	1111163	32.40	32.40		501		Mileage October
11/11/2016	Kave Theatre Services ✓	1111164	178.56	178.56		501		Microphone repair
11/11/2016	HR Servies Partnership ✓	1111165	504.00	504.00		501		Personnel advice
11/11/2016	A. HARFIELD LTD. ✓	1111166	264.00	264.00		501		Lightening conductor test and
11/11/2016	Girlforce Gardens Ltd. ✓	1111167	3,090.60	3,090.60		501		Clear Tythe Barn flowerbeds
11/11/2016	ELA Group ✓	1111168	145.40	145.40		501		Lift service
11/11/2016	Essential Hygiene & Catering S ✓	1111169	689.91	689.91		501	
11/11/2016	Earles Meadow Conservation ✓	11111610	575.00			4155 103	575.00	Grant
11/11/2016	Royal British Legion ✓	11111624	17.50			4100 101	17.50	Remembrance Sunday wreath
11/11/2016	Cllr S Wilton ✓	11111617	15.30			4008 101	15.30	Travel expenses
11/11/2016	Jack and Jill Pre-school ✓	11111626	2,000.00			4155 103	2,000.00	Grant
11/11/2016	Home-start Crawley, Horsham ✓	11111627	1,500.00			4155 103	1,500.00	Grant

Date: 14/12/2016

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Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
12/11/2016	British Gas Business	DD1	132.51	132.51		501		Gas 24.09.16 - 27.10.16
18/11/2016	British Gas Business	DD2	71.56	71.56		501		Gas 24.09.16- 27.10.16
24/11/2016	Lloyds Bank	24111613	146.37			4032 101 4051 101	82.37 64.00	Website hosting Credit card
24/11/2016	NHPC	8965	126.40			4020 403	126.40	Petty Cash
24/11/2016	Viking Direct	24111610	90.71	90.71		501		Stationery
24/11/2016	Society of Local Council Clerk	24111611	76.60	76.60		501		Local Council Administration
24/11/2016	N.Tucker Ltd	2411162	340.00	340.00		501		Window cleaning
24/11/2016	T C Maintenance	2411163	1,195.00	1,195.00		501		Bus shelter repairs
24/11/2016	Mr N. Simmonds,	2411164	290.00	290.00		501		Repairs following leak at NHH
24/11/2016	P.T. PLUMBING	2411165	45.00	45.00		501		Leaking basin NHH
24/11/2016	PITNEY BOWES FINANCE LTD	2411166	20.73	20.73		501		Franking machine
24/11/2016	NETCOM	2411167	252.00	252.00		501		Migrate website wordpress
24/11/2016	EDF Energy 1 Ltd	2411168	89.83	89.83		501		Electricity street lighting
24/11/2016	All About Horsham	2411169	66.00	66.00		501		Hall advertisement
24/11/2016	DF Pro Installations Ltd	8966	420.00	420.00		501		Partition wall maintenance
25/11/2016	Southern Water	DD	262.46	262.46		501		Water
25/11/2016	Playsafety Ltd.,	02121618	1,563.00	1,563.00		501		Reimbursed from other parishes
25/11/2016	West Sussex County Council	2411161	23,320.39	23,320.39		501		October salaries
25/11/2016	Trafalgar Cleaning Equipment L	25111614	35.40	35.40		501		Floor cleaner repair
25/11/2016	Sutcliffe Play	25111615	99.02	99.02		501		Cradle seat support
25/11/2016	RBS Software Solutions	25111616	739.20	739.20		501		Accounts package support_maint
25/11/2016	Playsafety Ltd.,	25111617	1,260.00	1,260.00		501		Playground resurfacing
25/11/2016	Southern Water	DDNOV2	280.75	280.75		501		Water NHH
02/12/2016	British Gas Business	DD3	353.64	353.64		501		Electricity 14.10 - 13.11.16
02/12/2016	British Gas Business	DD5	253.93	253.93		501		Electricity NHH
02/12/2016	British Gas Business	DD6	502.70	502.70		501		Electricity 14.10.16- 13.11.16
02/12/2016	Roffey Cricket Club	24111612	374.00			4155 103	374.00	Grant
Total Payments for Month			72,022.46	67,267.89	0.00		4,754.57	
Balance Carried Fwd			233,147.51	<i>Agrees with bank rec.</i>				
Cash Book Totals			305,169.97	67,267.89	0.00		237,902.08	

✓ Expenditure for November reported at the P.C.M 10.11.16.

Final expenditure for November 2016 £72,022.46.