

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 23rd FEBRUARY 2017 AT 7.30pm**

COMMITTEE REPORT

To be considered in conjunction with the agenda for this meeting.

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

4. 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 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.

5. Chairman's Announcement's.

The Clerk and Deputy Clerk had met with Evan Giles (Horsham District Council Parks and Countryside Manager) and Paul Kirkbride (HDC Cemeteries Manager) to discuss the costs involved in managing Roffey Cemetery on Crawley Road. It would appear that the figures given to the Parish Council by Mr Kirkbride were not accurate. Mr Giles would provide current costs for HDC's provision of cemeteries in Horsham including Roffey Cemetery and offer some proposals for different ways of managing Roffey Cemetery in the future.

6. Report from Internal Control Working Party.

Notes and Action Plan of Financial activities for 2017/18 are attached.

7. Financial Review to 31st January 2017

Financial Report and expenditure lists attached. Contact has been made with

HMRC to check the categorisation of administration items to ensure that the correct coding has taken place. This is because the de-minimus amount is likely to be exceeded.

- 8. Bad debt**
£236.34 owed by a former regular hirer of Roffey Millemmium Hall. There have been several telephone calls and e-mails requesting payment. Two formal letters chasing the debt have been sent. There has been no response to either of them.
- 9. Fee list for 2017/18**
Attached.
- 10. Legal and Finance Training**
A choice of dates will be given at the meeting.
- 11. Internal Auditor 2017/18**
Copy of the letter of engagement attached.
- 12. Investment Policy**
Draft attached.
- 13. Peer to Peer Investment**
Verbal report to be given.
- 14. Telephone System**
Report attached.
- 15. Salary payment arrangements**
Report attached.

Pauline Whitehead BA(Hons) FILCM
16th February 2017

**NORTH HORSHAM PARISH COUNCIL
NOTES OF THE INTERNAL CONTROLS WORKING PARTY
MONDAY 12th DECEMBER 2016 AT 7.30pm**

Members of the Working Party:- Cllr N Butler*, Cllr S Torn and Cllr S Wilton*.

*Denotes absence.

1. Apologies

There were apologies for absence from Cllr N Butler and Cllr Mrs S Wilton.

2. Notes of the meeting held 15th October 2015

There had been two items considered by the Internal Controls Working Party in October 2015, Internet banking which was now in operation and Internal Controls Testing and Procedures.

3. Aim of the working party

To support Financial Regulation 1.2 "The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk."

4. Responsibilities of the working party

To consider:-

1. Internal procedures of the Council.
2. Banking procedures
3. Adherence to Financial Regulations
4. Internal procedures spot checks.

This working party does not have delegated powers and takes recommendations to the Finance and Administration Committee.

5. Relevant documents

- Financial Regulations – reviewed by full Council September 2016. The RFO reviewed the Financial Regulations with the Internal Auditor and a list of the recommendations are included at item 9.
- Governance and Accountability for Smaller Authorities in England - March 2016/ June 2016
- Local Government Transparency Code 2015
- Internal Procedures
- Policies.

6. Required Controls

1. The timely production of accounts; Timetable for reviewing the effectiveness of the system of internal control in accordance with proper practices.

Recommend an annual action plan relating to financial activities be produced and agreed by the Finance and Administration Committee.

2. Safe and efficient safeguarding of public money: Prevent and detect inaccuracy and fraud; Identifying the duties of officers; Authorisation of payments – two signatures, hierarchical review, segregation of duties.
Recommend that the Sales testing and procedures; Expenditure testing and procedures and petty cash testing and procedures put forward in October 2015 are used to review the accounts.
3. Procedures for bad debts.
Recommend that the list of creditors and debtors produced by the Finance System is reviewed by the Internal Controls Working Party.
4. Ensure that the approval for a grant or single commitment over £5,000 is compliant
Recommend that this is tested by following a payment of over £5,000 through the system of processes.
5. Bank mandate review; Bank reconciliations should be signed quarterly and reported in the minutes; Ensure that the budget is reviewed against actual figures quarterly.
Recommend that a simple check list test is devised to confirm that the bank mandate is up to date that the bank reconciliations are signed at least quarterly and that there is regular budget monitoring and that any failures are reported to the Finance and Administration Committee.
6. Approve salaries.
Recommend simple check procedure to confirm that the Personnel Committee has approved salaries annually in line with contracts and/or minutes.
7. Measures to ensure risk is properly managed; Review risks annually to ensure that the objectives of the council can be met, ie grant funding, business continuity, insurance etc.
Recommend that levels of reserves are considered along with a business contingency plan, if there is adequate insurance for the business need and report back to the Finance and Administration Committee.
8. Compliance with the publication rules for Transparency code
Recommend a check that the following information is published
 - Local authority land
 - Expenditure over £500
 - Grants
 - Organisation Chart
 - Senior salaries
 - Standing Orders

- 7. Programme of work.**
The Clerk has put together a programme of work for the Internal Controls Working Party as part of the action plan relating to Financial Activities for 2017/18 for adoption by the Finance Committee.
- 8. Date of next meeting**
Thursday 6th March 2017 (scheduled)
- 9. Recommendations to the Finance and Administration Committee**
- A. Financial Regulations – the relevant Financial Regulation can be found in brackets.**
For compliance it is recommended that:-
A three year forecast of revenue is included in the Parish Council Business Plan (3.3).
There is clearer management of the Property Repairs and Renewals Fund. (4.1) A list of assets and their replacement value along with estimated life expectancy should give greater clarity to the Council's commitment year on year and allow the Council to evaluate if there is adequate provision.
To put the two following amendments to full Council when Financial Regulations are reviewed in May 2017:-
1. Amend (5.2) Sentence 3 to read 'The approved schedule shall be initialled by the Chairman of the Meeting'.
 2. (5.5) gives delegated power for the RFO to transfer money to cover payments. Section c) to read £25,000 rather than £10,000 to cover transfers for salary payments.
- B. To adopt an Action Plan of financial activities for 2017/18 which includes a programme of work for the Internal Controls Working Party.**

Action Plan of Financial Activities for 2017/ 2018

The production of an Action Plan is to satisfy the required control of the timely production of accounts and for reviewing the effectiveness of the system of internal control in accordance with proper practices.

The list is indicative, covers the main financial activities but is not exhaustive.

March 2017	<p>VAT Return Budget monitoring Verify bank reconciliation.</p> <p>Issue allotment invoices Council to review risk management. Council to review asset register. Public Works Loan Board repayment</p> <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant:-</p> <ul style="list-style-type: none"> • Expenditure testing and procedures • Confirm back ups. • Test a payment of over £5,000 through the system.
April 2017	<p>Year end close down to 31st March. Internal Audit report</p>
May 2017	<p>At the Annual Parish Council Meeting:-</p> <ul style="list-style-type: none"> • Review the effectiveness of the system of internal control and prepare an annual governance statement. (Section 1 of the Annual Return) • Agree the end of year accounts (last date for doing so is 30th June) and complete the Accounting Statements on the Annual Return (Section 2). • Review Financial Regulations • Review Standing Orders • Review other Policies as appropriate. • Ensure that a new Chairman has passwords in a sealed, dated envelope. Retrieve the envelope given to a previous Chairman and shred.
June 2017	<p>VAT Return Budget monitoring Verify bank reconciliation.</p>

	<p>12th June – External audit submission due. Exercise of Electors Rights Review insurance Review list of direct debits.</p> <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures:-</p> <ul style="list-style-type: none"> • Sales testing and procedures • Review list of creditors and debtors. • Confirm that bank mandate is up to date • Confirm that bank reconciliations are signed at least quarterly • Confirm that there is regular budget monitoring.
July 2017	<p>Exercise of Electors Rights</p> <p>Review Business Plan.</p>
August 2017	
September 2017	<p>VAT Return Budget monitoring Verify bank reconciliation.</p> <p>Start work on the budget which includes recommendations about fees for the forthcoming year. Review salary budgets (Personnel Committee initially) Public Works Loan Board repayment</p>
October 2017	<p>Interim Internal Audit report</p> <p>Internal Controls Working Party meet to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015:-</p> <ul style="list-style-type: none"> • Review levels of reserves • Prepare or review a business contingency plan. • Check list of information against website • Check that the Annual return is published on the PC website.
November 2017	<p>Continue with the budget process.</p>
December 2017	<p>VAT Return Budget monitoring</p>

	Verify bank reconciliation.
January 2018	Submit precept request to HDC
February 2018	<p>Appoint Internal Auditor for 2018/19 Review fee list for 2018/19</p> <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; that salaries have been properly reviewed:-</p> <ul style="list-style-type: none"> • Check that the Personnel Committee has approved annual salaries in line with contracts and /or minutes. • Make sure no records are missing in the Financial records. • Petty cash testing and procedures
March 2018	<p>VAT Return Budget monitoring Verify bank reconciliation.</p>
April 2018	<p>Year end close down to 31st March. Internal Audit report</p> <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant:-</p> <ul style="list-style-type: none"> • Expenditure testing and procedures • Confirm back ups. • Test a payment of over £5,000 through the system.
May 2018	<p>At the Annual Parish Council Meeting:-</p> <ul style="list-style-type: none"> • Review the effectiveness of the system of internal control and prepare an annual governance statement. (Section 1 of the Annual Return) • Agree the end of year accounts (last date for doing so is 30th June) and complete the Accounting Statements on the Annual Return (Section 2). • Review Financial Regulations • Review Standing Orders • Review other Policies as appropriate. • Ensure that a new Chairman has passwords in a sealed, dated envelope. Retrieve the envelope given to a previous Chairman and shred.
June 2018	<p>VAT Return Budget monitoring Verify bank reconciliation.</p>

External audit submission due.
Exercise of Electors Rights
Review insurance
Review list of direct debits.

Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures:-

- Sales testing and procedures
- Review list of creditors and debtors.
- Confirm that bank mandate is up to date
- Confirm that bank reconciliations are signed at least quarterly
- Confirm that there is regular budget monitoring.

Routine monthly tasks include:-

Raising invoices

Entering invoices.

Sending invoices

Paying invoices.

Credit control

Cash flow monitoring.

Payroll. – pensions and Real Time Information currently covered by Capita.

Finance Meeting February 2017

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 forecast agreed as part of the precept calculation for 2017/18 on 5th January 2017.

Position at 31st January 2017

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	783	600	150
Allotments	750	725	750
North Heath Hall	45,886	59,000	59,000
Holbrook Tythe Barn	21,342	25,000	25,686
Multi Court Lettings	13,266	12,000	12,000
Roffey Millennium Hall	60,693	73,750	72,600
Total	142,720	171,075	170,186

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Proposed forecast
Admin	40,516	67,460	57,527
Grants	8,227	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	222,782	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	435	1,700	1,714
Amenity, Recs and Open Spaces	32,703	51,275	50,697
North Heath Hall	20,999	30,712	25,756
Holbrook Tythe Barn	13,206	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	25,065	45,410	37,213
Total	366,933	519,951	499,945

Net expenditure	224,213	339,376	329,759
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January 2017 salaries are not included in the 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	<u>Earmarked Reserves</u>						
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>		
	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>		

EXTRACT FROM
CASH BOOK
SHOWING
EXPENDITURE FOR

Payments for Month 9

DECEMBER 2016

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/12/2016	British Gas Business	DD061	286.65	286.65		501		Gas 28 10 16-30.11.16
01/12/2016	British Gas Business	DD062	127.20	127.20		501		GAs 28 10 16-30.11.16
01/12/2016	SOS Systems	DD222	51.10	51.10		501		Printing
01/12/2016	British Gas Business	DD386	1,028.65	1,028.65		501		Gas 01 10 16-30 11.16
01/12/2016	British Gas Business	DD455	353.77	353.77		501		Elec 14 11 16-01.12.16
01/12/2016	British Gas Business	DD757	94.50	94.50		501		Gas 1-13 Dec 2016 meter 2
01/12/2016	Horsham District Council	DD803	152.70	152.70		501		December 2016 dog bin emptying
01/12/2016	British Gas Business	DD976	321.79	321.79		501		Elec 14 11 16 - 13.12.16
01/12/2016	Horsham District Council	DDDEC16	1,481.00	1,481.00		501		Dec 2016 Rates
09/12/2016	Lloyds Bank	CHARGE	35.00			4051 101	35.00	Returned S/O
23/12/2016	C Brewer & Sons Ltd	1212161	24.17	24.17		501		Internal decoration foyer
23/12/2016	Pear Technology Ltd	231216	270.00	270.00		501		Tech support and software upda
23/12/2016	ELA Group	23121610	237.60	237.60		501		Lift service and reroute telep
23/12/2016	Forest View Tree Surgery,	23121611	360.00	360.00		501		Tree surgery 12 Rowlands Rd
23/12/2016	Horsham Publications Ltd	23121612	112.20	112.20		501		Holbrook Pages Jan/Feb 17
23/12/2016	HR Servies Partnership	23121613	252.00	252.00		501		HR Advice
23/12/2016	Mrs D. Lees	23121614	26.10	26.10		501		Expenses Nov 16
23/12/2016	MULBERRY & CO	23121615	269.70	269.70		501		Interim Internal Aud
23/12/2016	Servcom Services UK Ltd ,	23121617	290.25	290.25		501		Gas boiler repair
23/12/2016	SSP Specialised Sports Product	23121619	480.00	480.00		501		Maintenance of MUGA
23/12/2016	Bryant Fixings Ltd ,	2312162	5.18	5.18		501		Repair to fence - Birches play
23/12/2016	Mr Mark Stoner,	23121620	72.00	72.00		501		Oct/Nov 16 Travel expenses
23/12/2016	Sutcliffe Play	23121621	99.02	99.02		501		Cradle seat
23/12/2016	Trafalgar Cleaning Equipment L	23121622	203.71	203.71		501		Floor cleaner repair
23/12/2016	N Tucker Ltd	23121623	410.00	410.00		501		Window cleaning
23/12/2016	Miss Alex Vallance,	23121624	32.85	32.85		501		Nov 16 Travel Exps
23/12/2016	Woodstock IT Services	23121625	201.53	201.53		501		IT support
23/12/2016	BT Payment Services Ltd	2312163	69.12	69.12		501		Emergency telephone NHH
23/12/2016	G. Burley & Sons Ltd ,	2312164	1,771.69	1,771.69		501		Grass cutting contract
23/12/2016	CENTRAL SUSSEX COLLEGE	2312165	255.00	255.00		501		Wordpress website training
23/12/2016	City Electrical Factors Ltd	2312166	179.27	179.27		501		lighting repairs
23/12/2016	EDF Energy 1 Ltd	2312167	94.68	94.68		501		Electricity street lighting
23/12/2016	VIV EDWARDS	2312168	47.25	47.25		501		Aug_Dec 2016

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
23/12/2016	Essential Hygiene & Catering S	2312169	61.40	61.40		501		Travel exps
23/12/2016	Mr N. Simmonds,	231218	395.00	395.00		501		Cleaning materials
23/12/2016	Enterprise Services Group Ltd	8967	160.02	160.02		501		Emergency light tes
23/12/2016	LLoyds Bank	23121626	39.98		6.66	4036 402	33.32	Sanitary collection
23/12/2016	Lloyds Bank	23121626A	23.90		3.98	4034 403	19.92	Heater Credit card
23/12/2016	Lloyds Bank	23121626B	8.00			4034 403	8.00	Heater RMH credit card
23/12/2016	Lloyds Bank	23121626C	25.41		4.24	4016 403	15.00	Post & packing Heater RMH CC
						4020 403	6.17	Cleaning Materials RMH CC
23/12/2016	Lloyds Bank	23121626D	10.72		1.79	4253 302	8.93	Refreshments RMH CC
23/12/2016	Lloyds Bank	23121626E	37.07		6.18	4122 101	30.89	Leaf collectors Litter Wdn. CC
23/12/2016	Lloyds Bank	23121626F	12.36		2.06	4036 403	10.30	Key safe CC
23/12/2016	Lloyds Bank	23121626G	176.10		29.35	4065 401	146.75	Padlocks RMH CC
25/12/2016	Southern Water	DD444	382.89	382.89		501		Chair links NHH CC
31/12/2016	British Gas Business	DD 416	112.58	112.58		501		Water 19.7.16- 21.11.16
								Gas 1-13 December 2016
Total Payments for Month			11,141.11	10,772.57	54.26		314.28	
Balance Carried Fwd			243,231.06	PW				
Cash Book Totals			<u>254,372.17</u>	<u>10,772.57</u>	<u>54.26</u>		<u>243,545.34</u>	

Total expenditure in December 2016 = £11,141.11

(Salary payment for December 2016 in January 2017)

Lloyds Bank Accounts

For Month No : 10

EXTRACT FROM CASH BOOK SHOWING EXPENDITURE FOR JANUARY 2017

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
12/01/2017	BT Payment Services Ltd	1201171	643.68	643.68		501		Telephone costs
12/01/2017	Mr N. Simmonds,	12011710	200.00	200.00		501		Emergency light testing
12/01/2017	T C Maintenance	12011711	300.00	300.00		501		Decorate entrance hall RMH
12/01/2017	Trafalgar Cleaning Equipment L	12011712	30.80	30.80		501		Repair to floor cleaner
12/01/2017	N.Tucker Ltd	12011713	260.00	260.00		501		Bus shelter clean
12/01/2017	West Sussex County Council	12011714	483.12	483.12		501		Payroll admin charge
12/01/2017	Woodstock IT Services	12011715	201.53	201.53		501		IT support
12/01/2017	Essential Hygiene & Catering S	12011716	6.66	6.66		501		Cleaning products
12/01/2017	G. Burley & Sons Ltd.,	1201172	1,771.69	1,771.69		501		Grass cutting contract
12/01/2017	City Electrical Factors Ltd	1201173	124.66	124.66		501		Replacement bulbs
12/01/2017	Horsham Publications Ltd	1201174	248.40	248.40		501		Advertisement Holbrook Pages
12/01/2017	HR Servies Partnership	1201175	252.00	252.00		501		HR advice
12/01/2017	Mrs D. Lees	1201176	33.30	33.30		501		December 2016 Expenses
12/01/2017	Mr Ross McCartney,	1201177	35.10	35.10		501		Expenses Oct - Dec 2016
12/01/2017	PITNEY BOWES FINANCE LTD	1201178	208.00	208.00		501		Postage
12/01/2017	Servcom Services UK Ltd.,	1201179	118.85	118.85		501		Repair following leak
12/01/2017	Bunce & Co Ltd	8968	41.97	41.97		501		Grit shovel
12/01/2017	Emergency Lighting Products Lt	8969	351.66	351.66		501		Replacement emergency lights
12/01/2017	Streetlights	8971	231.90	231.90		501		Repairs to streetlighting
12/01/2017	K Reston	8970	55.40			1000 402	55.40	Refund 19323
24/01/2017	Woodstock IT Services	2401171a	201.53	201.53		501		IT support
24/01/2017	West Sussex County Council	8972	24,689.03	24,689.03		501		Members' + SALAR allowances + NOV 17
25/01/2017	British Gas Business	dd	551.79	551.79		501		Electricity
01/02/2017	Adrian Mobile Locksmith Ltd	0102171	60.00	60.00		501		Repair metal plate to door
01/02/2017	Horsham Publications Ltd	01021710	112.20	112.20		501		Horsham Pages
01/02/2017	Earles Meadow Residents'	01021711	25.20	25.20		501		wire netting
01/02/2017	City Electrical Factors Ltd	01021712	23.96	23.96		501		Lamps
01/02/2017	Turner Security Systems Ltd.	0102171b	178.80	178.80		501		Replace batteries
01/02/2017	G. Burley & Sons Ltd.,	0102172	1,771.69	1,771.69		501		Grass cutting
01/02/2017	SSALC Ltd	0102172b	17.00	17.00		501		LCR
01/02/2017	West Sussex County Council	0102173	22,759.02	22,759.02		501		Salaries December 2016
01/02/2017	Viking Direct	0102174	92.69	92.69		501		Stationery
01/02/2017	Miss Alex Vallance,	0102175	37.80	37.80		501		Travel exps to Jan 2017
01/02/2017	Mr N. Simmonds,	0102176	370.00	370.00		501		Defibrillator cabinet install
01/02/2017	Servcom Services UK Ltd.,	0102177	177.11	177.11		501		Heating fail

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/02/2017	RBS Software Solutions	0102178	270.00	270.00		501		Bookings software
01/02/2017	PITNEY BOWES FINANCE LTD	0102179	36.67	36.67		501		Franking machine lease
01/02/2017	Streetlights	8973	95.70	95.70		501		Repair Cook Road
01/02/2017	PITNEY BOWES FINANCE LTD	8974	20.73	20.73		501		Postage
01/02/2017	RBS Software Solutions	0102178	54.00	54.00		501		Bookings software
01/02/2017	British Gas Business	DD	1,055.60	1,055.60		501		Electricity 29 11.16 31.12.1
01/02/2017	Horsham District Council	DD1	1,633.70	1,633.70		501		Rates Jan 2017
01/02/2017	SOS Systems	DD2	64.56	64.56		501		Printing
01/02/2017	Southern Water	DD3	531.27	531.27		501		Water
01/02/2017	Clr S Wilton	0102172A	13.50			4008 101	13.50	Expenses
0 /2017	British Gas	DD	-1,055.60	-1,055.60		501		264/904/074
Total Payments for Month			59,386.67	59,317.77	0.00		68.90	
Balance Carried Fwd			200,584.52	<i>Balances to bank rec</i>				
Cash Book Totals			259,971.19	59,317.77	0.00		200,653.42	

Total expenditure in January 2017 = £59,386.67

(includes salary payments for November 2016 and December 2016)

HALL HIRE CHARGES

ROFFEY MILLENNIUM HALL(RMH)

	Charge per hour							
	Business Use		Profit Groups		Private Hire / Local Authorities		Not for Profit / Charities	
	16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
North Hall	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
South Hall	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
North & South Halls	£40.40	£41.20	£29.60	£30.20	£27.70	£28.30	£22.00	£22.45
Bramber	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
Amberley	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
Cowdray	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
Chichester	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.20
Knepp	£11.10	£11.35	£8.10	£8.30	£7.60	£7.75	£6.05	£6.20

ALL CHARGES AT RMH ARE SUBJECT TO VAT

NOTE : COST OF CARETAKER AT RMH IS £12.67 PER HOUR

NORTH HEATH HALL (NHH)

	Charge per hour							
	Business Use		Profit Groups		Private Hire / Local Authorities		Not for Profit / Charities	
	16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
Hall 1	£22.15	£22.60	£16.20	£16.55	£15.20	£15.50	£12.00	£12.25
Hall 1 & 4	£27.65	£28.20	£20.35	£20.80	£19.05	£19.45	£15.05	£15.35
Hall 4	£11.30	£11.55	£8.85	£9.05	£7.75	£7.95	£6.20	£6.35
Room 15 & 16	£11.30	£11.55	£8.85	£9.05	£7.75	£7.95	£6.20	£6.35
Room 3	£6.90	£7.05	£5.10	£5.20	£4.80	£4.90	£3.80	£3.90
Room 9	£6.90	£7.05	£5.10	£5.20	£4.80	£4.90	£3.80	£3.90

HOLBROOK TYTHE BARN (HTB)

	Charge per hour for either Barn or Wallace Room							
	Business Use		Profit Groups		Private Hire / Local Authorities		Not for Profit / Charities	
	16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
Weekday Charges	£17.50	£17.85	£12.60	£12.85	£11.75	£12.00	£9.30	£9.50
Weekend Charges	£20.20	£20.60	£14.80	£15.10	£13.85	£14.15	£11.00	£11.25

All venues on Saturday Evenings: £178.50 (+ VAT RMH) fixed rate from 6.00 pm to 11.30 pm for one main hall

Previously £175

£270 (+VAT RMH) fixed rate from 6.00 pm to 11.30pm for both main halls combined.

Previously £265

Latest Hire Times for all venues: Monday to Thursday 11.00 pm : Friday & Saturday 11.30 pm : Sunday 9.00 pm

MUGAS

Tythe Barn Multicourts per Court per Hour	Monday - Friday 5.30pm to 9.30pm				All other times 8am to 9.30pm			
	Block (10+)		Casual(inc Vat)		Block (10+)		Casual (inc Vat)	
	16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
Upto 4 users per court	£7.60	£7.75	£9.12	£9.30	£4.70	£4.80	£5.64	£5.76
Over 4 users per court	£15.20	£15.50	£18.24	£18.60	£9.50	£9.70	£11.40	£11.64
Floodlights (per hour)	£3.80	£3.90	£4.56	£4.68	£3.90	£4.00	£4.56	£4.80

ALLOTMENTS

	16-17	17-18
Half Plot	£12.50	£12.75
Full Plot	£25.00	£25.50



North Horsham Parish Council

INVESTMENT POLICY

This policy has been prepared using:-

Department of Communities and Local Government (DCLG): (2010): Guidance on Local Government Investments.

Joint Practitioners' Advisory Group (2016): Governance and Accountability for Smaller Authorities in England.

INTRODUCTION

Both the CIPFA Code and the DCLG Guidance require the Council to invest its funds prudently, and to have as its objectives security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed). Once proper levels of security and liquidity are determined it will then be reasonable to consider what yield can be obtained consistent with those priorities. The Council is ultimately responsible for its investments.

POLICY STATEMENT

North Horsham Parish Council will make investments in line with current, published guidance from the Department of Communities and Local Government, Chartered Institute of Public Finance and Accountancy and the Joint Practitioners' Advisory Group. Consideration will be given to security of the original capital sum, liquidity and yield in that order of priority.

SHORT TERM INVESTMENTS

Short term investments are those made in sterling which have a maturity of less than 12 months. Investments will be regarded as commencing on the date on which the funds are paid over to the counterparty. The Council will undertake an assessment to ensure that the original sum invested is not subject to unreasonable risk and that it is available to be accessed by the authority without any reduction from the time the investment is made.

Short term investments will be authorised by the Finance and Administration Committee with a determined maximum period for which funds may be committed so as not to compromise availability, using the appropriate cash flow projection.

For the prudent management of its treasury balances, maintaining sufficient levels of security and availability, the Council, as a preference, will use deposits with banks or building societies (Specified investments) for short term investments.

LONG TERM INVESTMENTS

Long term investments are those made in sterling and maturing over a period of 12 months or more. On acquisition, long term investments will be recorded in the cash book as expenditure in the year and also as an increase in assets and long term investment until its maturity. At maturity the total proceeds will be recorded as income.

The Council may wish to consider specified investments and non- specified investments for long term investments. Non-specified investments, such as investment in the money market, stocks and shares or peer to peer lending have greater potential risk than specified investments and therefore carries a limit of £50,000 investment in total per year. Non-specified investments will be agreed by full Council following recommendation by the Finance and Administration Committee. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available supported by professional guidance as necessary.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Office.

REVIEW AND AMENDMENT OF REGULATIONS

The policy will be reviewed annually by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

23rd February 2017

NORTH HORSHAM PARISH COUNCIL

TELEPHONE COST COMPARISON FOR PARISH OFFICE (All costs quoted exclude VAT)

The current telephone system in the office is a BT Versatility system that was purchased some time ago (2010?). There are four handsets (we need 5) which are in poor condition. The system runs off 2 ISDN lines although we currently pay rental for 4 lines.

Our current quarterly costs are:

ISDN2 rental x 4	£273.60
Call charges	£94.00
Telephone System Maintenance	£92.96
COST PER QUARTER	£460.56

In addition to this we pay **£159.60 per quarter** for BT Business Premium Broadband and a PSTN line to provide it. *

Some preliminary work has been done to obtain approximate costs for updating the telephone system. Various options are:

1. Keep current system but only rent 2 ISDN2 Lines plus a new call package

ISDN2 rental X 2 (offer for 60 months)	£96.00
Call charges – (BT Essentials fixed for 24 months)	£60.00
Telephone System Maintenance	£92.96
COST PER QUARTER	£248.96

Plus costs for broadband as above*.

2. Purchase a new system from BT and use with 2 ISDN Lines plus new call package

New System: BT Avaya IPO Telephone System

- 1 Main Avaya IPO Central System
- 4 BRI Digital Line Connections (If reduced to 2 lines, this will leave 2 spare)
- 6 Digital Extensions (5 for immediate use, plus 1 spare)
- 5 IPO 1408 Digital Telsets
- 1 Engineer Installation + Programming

Outright purchase	£1,952.52
60 Month Lease Rental (Subject to pre-credit check) per quarter	£230.22
ISDN2 rental X 2 (offer for 60 months)	£96.00
Call charges – (BT Essentials fixed for 24 months)	£60.00
Telephone System Maintenance for new system	£30.36
COST PER QUARTER	£186.36

If lease system, cost per quarter would be £230.22 plus line rental etc. £186.30

TOTAL COST PER QUARTER £416.58

Plus costs for broadband as above*.

TOTAL ESTIMATED COST OVER 60 MONTHS IF LEASE SYSTEM £8,330 + BROADBAND COSTS £3192 = £11,522

TOTAL ESTIMATED COST OVER 60 MONTHS IF BUY SYSTEM £5,680 + BROADBAND COSTS £3192 = £8,872

3. Install a totally new BT Cloud Voice Hosted Telephony System (60 month term)

5 BT Cloud Voice User Feature Packs (Provides user connectivity to service)	£123.75	
6 BT Cloud Voice Geo Numbers (Required to provide service, can also be used as DDI numbers)	£9.00	
BT Cloud Voice 1000 Minute Call Sharer Plan (Minutes shared by all users, on a monthly basis)	£67.50	
	COST PER QUARTER	£200.25
Plus: Cost for BT Business Premium Broadband and a PSTN line to provide it*	£159.60	
	TOTAL COST PER QUARTER	£359.85
Initial Outlay:		
4 BT Cloud Voice VVX300 IP Fixed Handsets	£380.80	
BT Cloud Voice BT W52P IP DECT Phone + Base Station (Cordless phone)	£ 80.00	
BT Engineer Installation Option (Connect & test IP Handsets)	£134.00	
	TOTAL INITIAL OUTLAY	£594.80

TOTAL ESTIMATED COST OVER 60 MONTHS £7,792

4. Look at a new provider with a new system

OneCom Horizon Essentials

A proposal for an entirely new system including calls, lines and 5 brand new desk phones.

With no upfront costs and free training on a new phone system

- 10,000 shared minutes to UK Landlines.
- 10,000 shared minutes to UK mobiles.
- All hardware included.
- 5 brand new desk phones.
- ADSL2+ unlimited broadband including free router.
- Free installation.
- Free maintenance.
- Free site survey (usually £350).
- £600 to cover your remaining contract term.
- 24 Hour faulty handset replacement.
- 60 month agreement including annual review.
- £215.45 ex VAT per month

COST PER QUARTER £646.35

TOTAL ESTIMATED COST OVER 60 MONTHS £12,927