

NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 23RD FEBRUARY 2017 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: Clerk, Pauline Whitehead BA(Hons) FILCM and Deputy Clerk, Vivien Edwards.

FA/119/17 Public Forum

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

FA/120/17 Apologies

The Committee received apologies and reasons for absence from Cllr N Butler and Cllr. R. Wilton.

FA/121/17 Minutes

The Minutes of the meeting held on 15th December 2016 were agreed and signed by the Chairman as being a correct record.

FA/122/17 Declarations of Interest

There were no declarations of interest.

FA/123/17 Chairman's Announcements

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 previous figures given to the Parish Council 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.

FA/124/17 Report from Internal Controls Working Party

The Committee received the notes of the Internal Controls Working Party held on 12th December 2016 along with several recommendations.

The Committee RESOLVED:-

- 1. To include a three year forecast of revenue in the Parish Council Business Plan to comply with Financial Regulation 3.3.**
- 2. To manage the Property Repairs and Renewals Fund more clearly to comply with Financial Regulation 4.1. This will involve updating the list of assets with replacement values along with estimated life expectancy to give greater clarity to the Council's commitment year on year and allow the Council to evaluate if there is adequate provision.**

3. To put the two following amendments to full Council when Financial Regulations are reviewed in May 2017:-
 - 3 a. Amend (5.2) Sentence 3 to read 'The approved schedule shall be initialled by the Chairman of the Meeting'.
 - 3 b. Financial Regulation 5.5 gives delegated power for the RFO to transfer money to cover payments. To Change Section c) to read '£25,000' rather than '£10,000' to cover transfers for salary payments.
4. To adopt an Action Plan of financial activities for 2017/18 which includes a programme of work for the Internal Controls Working Party.

FA/125/17 Financial Review to 31st January 2017

The Committee considered documents circulated with the agenda.

It was RESOLVED to:-

1. Note the Financial Report and the reserve balances at 31st January 2017. (Attached)
2. Note that the Committee Chairman had verified and signed the January 2017 bank reconciliation for Lloyds Bank accounts.
3. Note that clarification had been received from the Internal Auditor regarding categorisation of VAT in line with HMRC instructions. HMRC had also been asked for clarification. It is likely that for 2016/17 the de-minimus allowance will be exceeded which means that the exempt proportion of the VAT cannot be re-claimed on purchases associated with North Heath Hall, Holbrook Tythe Barn or from Administration.
4. Agree the expenditure list to 31st December 2016 totalling £11,141.11 and the expenditure list to 31st January 2017 totalling £59,386.67. The latter included salary payments for November 2016 and December 2016. (Attached)

FA/126/17 Bad debt

An amount of £236.34 owed by a former regular hirer of Roffey Millennium Hall remains outstanding from September 2016 and October 2016. 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.

The Committee **INSTRUCTED** that a letter be sent to the hirer advising them that the Council would continue to pursue the debt through the small claims court if necessary.

FA/127/17 Fee List for 2017/18

It was **RESOLVED** to agree the fee list for 2017/18.

FA/128/17 Legal and Finance Training

It was **RESOLVED** to agree to hold Legal and Finance training on 3rd April 2017 starting at 7pm. at Roffey Millennium Hall.

FA/129/17 Internal Auditor 2017/18

The Committee **RESOLVED** to accept the letter of engagement for the Internal Audit for 2017/18 dated 17th January 2017 from Mulberry and Co, Chartered Certified Accountants. The Committee agreed the scope of the internal audit stated within the letter.

FA/130/17 Investment Policy

The Committee **RESOLVED** to recommend the Investment Policy presented to the Committee to the full Council.

FA/131/17 Peer to Peer Investment

The Clerk outlined some of details of the Public Sector Investment Gateway which is an online government peer to peer funding and investment platform. Information regarding the minimum investment and the minimum time frame for investment had not been forthcoming from the organization at the time of the meeting.

The Committee **RESOLVED** to defer this matter for six months.

FA/132/17 Telephone System

A report with costings for four options for upgrading the telephone system had been circulated with the agenda.

The Committee **RESOLVED** to purchase a new telephone system from BT and use with 2 ISDN lines plus a new call package.

FA/133/17 Salary Payment arrangements

A report with costings for four options for the administration and payment of staff salaries had been circulated with the agenda.

It was **RESOLVED** to continue using Capita (West Sussex County Council (WSCC)) for the administration and payment of staff salaries as it represented best value for money and as WSCC run the Local Government Pension Scheme ensured that staff pensions would be administered at source.

FA/134/17 Date of next meeting

The next meeting is scheduled for 27th April 2017 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.07pm

..... Chairman

..... Dated

Finance Report to 31st January 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	Earmarked Reserves		ACTUAL YEAR TO DATE	CURRENT ANNUAL BUDGET	VARIANCE ANNUAL TOTAL	FUNDS AVAILABLE	
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	0	27,486	239,292	211,806	0	211,806
	Net Expenditure over Income	0	27,486	239,292	211,806		
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	Earmarked Reserves :- Expenditure	0	27,486	239,292	211,806	0	211,806
	Income	0	0	0	0		
	Net Expenditure over Income	0	27,486	239,292	211,806		

Date: 12/01/2017

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EXTRACT FROM

Cash Book 1

User : PW

CASH BOOK
SHOWING

LLoyds Bank Accounts

For Month No : 9

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

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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
								Water 19.7 16- 21 11.16
31/12/2016	British Gas Business	DD 416	112 58	112 58		501		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			254,372.17	10,772.57	54.26		243,545.34	

Total expenditure in December 2016 = £11,141.11
 (Salary payment for December 2016 in January 2017)

Date: 03/02/2017

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Cash Book 1

User : PW

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
2017	West Sussex County Council	8972	24,689.03	24,689.03		501	Members' + SALARIES allowances NOV 16
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

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Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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	Cllr 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>Balance to bank acc etc</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)