

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 27th APRIL 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.

Horsham District Council has not yet provided costs for the provision of cemeteries in Horsham or alternative management proposals. Invoices for £3,000 from 2016/17 remain unpaid until there is justification for the cost.

A bad debt for £236.34 from a former hirer of Roffey Millennium Hall will be pursued through the small claims court.

A presentation given by Mark Mulberry at the North Horsham Parish Council Legal and Finance Training on 3rd April 2017 and the Councillor Training and Awareness guidance notes from Ian Davison were circulated to all Councillors and relevant staff. (Mr Mulberry and Mr Davison are advisors for the Surrey and Sussex Association of Local Councils).

The District Valuation Office has been approached to seek quotations for valuing the Parish Council buildings. The last valuation was over 5 years ago.

The Annual Governance Statement 2016/17, Accounting Statement 2016/17 and Annual Internal Audit Report 2016/17 have been completed in readiness for presentation at the Annual Parish Council Meeting on 11th May 2017 and submission to PKF Littlejohn LLP on 12th June 2017. The proposed period to be included for exercising public rights to inspect the accounts will be 3rd July 2017 to 14th July 2017. The Parish Council has not been selected within the 5% for intermediate level review procedures. Copies of declarations of acceptance for all Councillors have been requested as additional documentation.

6. Report from Internal Control Working Party.

Notes attached. One recommendation that the Internal Controls Working Party be responsible for signing off Direct Debits against the cash book on a day to day basis.

7. Financial Review to 31st March 2017

The Financial Report, Earmarked Reserves breakdown, Balance Sheet and VAT breakdown to 31st March 2017 are attached. The bank statements, cash book and bank reconciliation to 31st March 2017 will be available at the meeting.

8. Internal Audit and effectiveness of the audit

Governance and Accountability for Smaller Authorities in England (March 2017) recommends that Authorities should carry out a review of the effectiveness of their overall internal audit arrangements at least every three years, but especially when there has been a change of Responsible Financial Officer.

The review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes. It should include as a minimum:-

The scope of the internal audit;
Independence
Competence
Relationship with the clerk and the authority
Audit planning and reporting

The review should focus on the quality of delivery of the internal audit service, ie reliable assurance about the authority's internal controls and its management of risk.

A review will be circulated at the meeting.

9. Neighbourhood Plan Funding

The Parish Council agreed spending of up to £10,000 to facilitate a Neighbourhood Plan. Whilst money could be taken from other reserves, it is recommended that until a thorough review of all reserves has been

undertaken the money is taken from General Reserve.

10. Business Plan

An updated Plan will be circulated separately.

11. Co-operative Bank Account

All UK-regulated current or savings accounts and cash ISAs in banks, building societies and credit unions are covered by the Financial Services Compensation Scheme (FSCS). From January 2017 the amount of compensation per financial institution is £85,000. The Parish Council holds £148,800 in the Co-operative Community Direct Plus Account.

12. Grant Applications

Horsham Town Community Partnership application for prizes for a Photographic Competition and Children's Treasure Hunt at the Annual Riverside Walk Event to be held on 15th July 2017. The request for £100 is a small proportion of the total cost of £990. The project is being supported by West Sussex County Council (£730) and from reserved funds held by HTCP. The project is to encourage more people from the whole community to enjoy the Riverside Walk. It is estimated that 50 people will benefit however, the walk is free and open to all. The organisation holds modest reserves and has included all documentation. Grants have been awarded previously as below:-

February 2013	£500	Riverside Walk
August 2015	£180	Riverside Walk
February 2016	£150	Riverside Walk

Kent, Surrey and Sussex Air Ambulance Trust application to cover ongoing running costs. It costs around £2,500 to fund one life-saving mission and the organisation attends over 2,000 per year. Request for £2,000 which is a small proportion of the annual running costs. The Air Ambulance Trust is supported by donations and legacies and other fund raising activities. The service is available to everyone within North Horsham. The organisation holds reserves and has included all documentation. Grants have been awarded previously as below:-

July 2010	£1500	Ongoing work
March 2011	£1500	Ongoing work
October 2014	£1500	Ongoing work
October 2015	£2500	Ongoing work

Horsham in Bloom application to cover prizes and administration for the Allotment competition. The request is for £400 which is the full cost of the project although this is part of a larger activity that promotes horticulture for the benefit of the public throughout Horsham. The Charity relies on

sponsorship and donations and has modest reserves. All documentation is included. Grants have been awarded previously as follows:-

March 2011	£400	Sponsorship
March 2012	£400	Sponsorship
January 2014	£400	Sponsorship (2013)
February 2014	£400	Sponsorship (2014)
February 2016	£400	Sponsorship (2016)

Victim Support application for funding for ongoing work. The request for £500 form a small part of their overall running costs. The organisation relies on donations and fundraising to support its work. The organisation holds reserves and has included all documentation. Grants have been awarded previously as follows:-.

July 2006	£500	Ongoing work
July 2009	£500	Ongoing work
July 2010	£500	Ongoing work
June 2012	£500	Ongoing work
June 2013	£500	Ongoing work
July 2014	£500	Ongoing work
October 2014	£500	Ongoing work
June 2015	£500	Ongoing work
June 2016	£500	Ongoing work

13 Date of next Meeting

To be confirmed at the Annual Parish Council Meeting on 11th May 2017.

Pauline Whitehead BA(Hons) FILCM
20th April 2017