

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 29th JUNE 2017 AT 7.30pm**

COMMITTEE REPORT

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

3. 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.

6. 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.

7. Chairman's Announcement's.

The Clerk investigated alternative bank accounts in which to deposit funds in order that the Co-operative Community Direct Plus Account does not exceed the amount covered by the Financial Services Compensation Scheme (FSCS) (£85,000). The Clerk looked at the Halifax Building Society, Nationwide Building Society, Santander, Barclays, HSBC and Bank of Scotland. Nationwide Building Society yielded the highest interest (0.40%), therefore an account has been opened with four signatories, Cllr Mrs S. Wilton, Cllr R Turner, Cllr R Knight and Cllr P Burgess in the first instance. Additional signatories will be added in due course (see item 10). The Clerk will transfer £64,000 from the Co-operative Bank and £20,000 from the Lloyds Business Account.

8. Report from Internal Control Working Party.

Notes attached.

9. Financial Review to 31st March 2017

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

10. Bank Mandate Review

The Parish Council holds accounts with two banks, Lloyds Bank and the Co-operative Bank.

Signatories on all accounts were those in office on the Finance Committee in 2016/17 (ie. Cllr N. Butler; Cllr P Burgess; Cllr R. Knight; Cllr S. Torn; Cllr R. Wilton; Cllr S. Wilton) plus Cllr R. Turner.

To avoid additional work and disruption it would make sense to keep the signatories as is until May 2019, unless there is a significant change in personal circumstances that makes obtaining authorisation of payments difficult.

11. Roffey Cemetery

Letter and breakdown of costs attached.

13. Grant Applications

Jack and Jill Pre-school - application for equipment and furniture required to open a second site at Northolmes Junior School in September 2017. The request for £5,000 is the full cost for this part of the project, but applications have been send to other grant awarding bodies for other parts of the project. Whilst no specific fundraising has been undertaken for this project £500 from Pre-school fundraising activities will be diverted to support the project. It is estimated that 160 families will benefit from having access to both sites. The facilities can be used by children up to 8 years old and benefits people who are in need of support. The organisation holds three months running costs in line with their reserves policy. Whilst one bank account has significant funds, this is termly funding from WSCC which is earmarked for operating costs. All requested documentation has been included with the application except for quotations for the work or purchases and contract or agreement entered into regarding the project,as these were considered not applicable. Grants have been awarded previously as below:-

Date	Amount	Project
June 2014	£600	Kitchen project
October 2016	£2000	Replace fence & Gate – requires matched funding

14. Date of next Meeting

12th October 2017 (Scheduled)

Pauline Whitehead BA(Hons) FILCM
22nd June 2017

**NORTH HORSHAM PARISH COUNCIL
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY
MONDAY 19th JUNE 2017 AT 7.30pm**

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

*Denotes absence

1. Apologies.

Cllr N Butler did not attend. Cllr Torn was delayed due to issues with Southern Rail and arrived after the meeting had ended.

2. Notes.

The notes from the meeting on 6th March 2017 had been put forward to the Finance and Administration Committee on 27th April 2017 and the recommendations contained within it agreed.

3. Testing

Schedule for the meeting:-

1. Sales testing and procedures. Outstanding.
2. Review list of creditors and debtors. Outstanding.
3. Confirm that the bank mandate is up to date. A review of the bank mandate will be brought to the Finance Meeting on 29th June
4. Confirm that bank reconciliations are signed at least quarterly. Cllr S Wilton checked and signed the bank reconciliation for month
5. Confirm that there is regular budget monitoring. A budget monitoring report is brought to every Council Meeting and individual Committee Meetings as appropriate.
6. Check and sign direct debits. Cllr S Wilton checked and signed the Directs Debits for months 1 and 2 against the cash book

4. Date of next meeting

Monday 2nd October 2017 (scheduled)

Finance Report to 31st May 2017

Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
Total	152,323

Income

Cost Centre	Actual Income	Annual Budget
Admin	58	150
Allotments	510	765
North Heath Hall	10,712	60,200
Holbrook Tythe Barn	6,744	26,200
Multi Court Lettings	2,472	12,240
Roffey Millennium Hall	5,887	74,000
Total	26,383	173,555

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	5,769	*67,943
Grants	2,980	10,000
Burial	0	1,500
Personnel	47,208	277,325
Planning, Env, Trans	0	2,000
Allotments	0	1,318
Amenity, Recs and Open Spaces	6,382	50,889
North Heath Hall	3,864	24,380
Holbrook Tythe Barn	4,038	22,213
Roffey Millennium Hall	3,874	38,455
Total	74,115	496,023

Net expenditure	47,732	322,468
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income for Roffey Millennium Hall appears to be lower than expected due to a timing issue with the issue of invoices. Bookings at Holbrook Tythe Barn have increased yielding greater income.

Pauline Whitehead BA(Hons) FILCM

22nd June 2017

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES -31st May 2017

		BALANCE	TRANSFER	AT	EXPENDITURE	INCOME	BALANCE	RESERVES	BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.3.2015	1.4.2015	1.4.2015	31.3.2016	31.3.2016	31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	31.05.2017	31.05.2017	31.05.2017	
310/0	GENERAL RESERVES	178591	-77510	101081	477370	478033	101744	-24100	77644	470391	478024	85277	10000	0	0	75277	
	EARMARKED RESERVES															0	
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955	0	7955	0	0	7955	0	0	0	7955	
321/0	REPAIRS & RENEWALS	121057	44150	165207	24541	0	140666	20100	160766	23736	0	137030	0	0	8000	145030	
322/0	ELECTION	16669	3331	20000	352	302	19950	0	19950	0	0	19950	0	0	0	19950	
325/0	DAMAGE	4000	0	4000	0	0	4000	0	4000	0	0	4000	0	4000	0	0	3
326/0	YOUTH PROVISION	5302	20000	25302	25302	0	0	0	0	0	0	0	0	0	0	0	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621	0	5621	0	0	5621	0	0	0	5621	1
328/0	PLANNING	0	8000	8000	0	0	8000	4000	12000	3750	0	8250	0	0	0	8250	
330/0	CAPITAL PROJECTS	1971	2029	4000	0	0	4000	0	4000	0	0	4000	0	4000	0	0	3
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	0	0	0	0	0	10000	0	0	10000	4
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000	0	25000	0	0	25000	0	0	0	25000	2
		366166	0	366166	527565	478335	316936	0	316936	497877	478024	297083	0	8000	8000	297083	

- 1 Roffey Youth Club Monies held following the closure of Roffey Youth Club
- 2 Capital Receipt Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only
- 3 Damage/ Capital projects Reserves moved to 321 Repairs and Renewals agreed by F&A (Jnl1 19.05.17)
- 4 Neighbourhood Plan Fund created for the NP (Jnl 2 19.05.17) Money taken from the General Reserve The balance sheet will not reflect this until the year end

Detailed Balance Sheet (Including Stock Movement)

Month No: 3

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
101	Debtors	12,974	0	12,974
105	Vat Refunds	1,154	0	1,154
201	Lloyds Bank Accounts	240,332	0	240,332
202	Co-op Community Directplus A/c	148,800	0	148,800
210	Petty Cash	150	0	150
Total Current Assets		403,411	0	403,411
<i>Current Liabilities</i>				
501	Creditors	14,996	0	14,996
Total Current Liabilities		14,996	0	14,996
Net Current Assets		388,414	0	388,414
Total Assets less Current Liabilities		388,414	0	0
<i>Represented By :-</i>				
301	Curent Year Fund	64,181	0	64,181
310	General Reserve	85,277	0	85,277
320	Earmarked Reserves - VAT Con	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	145,030	0	145,030
322	Earmarked Reserves - Election	19,950	0	19,950
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
331	Earmarked Reserve - NP	10,000	0	10,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
Total Equity		371,264	0	371,264