

**NORTH HORSHAM PARISH COUNCIL**

**MINUTES OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
HELD ON THURSDAY 15<sup>TH</sup> FEBRUARY 2018 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Cllr. A. Britten\*, Cllr. P. Burgess, Cllr M. Loates, Cllr R. Millington (Vice Chairman) , Cllr J. Smithurst, Cllr S. Torn (Chairman) and Cllr. Mrs S. Wilton\*.

\* denotes absence

**In attendance:** Clerk, Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk, Vivien Edwards.

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**FA/204/18 Public Forum**

There were no members of the public in attendance.

**FA/205/18 Apologies**

The Committee received apologies and reasons for absence from Cllr A. Britten and Cllr Mrs S. Wilton.

**FA/206/18 Minutes**

The Minutes of the meeting held on 14<sup>th</sup> December 2017 were agreed and signed by the Chairman as being a correct record.

**FA/207/18 Declarations of Interest**

All present declared a personal interest in item FA/214/18 - grant for the Roffey Friendship Club as it is a Parish Council initiative.

**FA/208/18 Chairman's Announcements**

There is £76,922.80 still outstanding on a Public Works Loan Board loan taken out for £250,000 in September 1999 for 26 years to build Roffey Millennium Hall. The next payment of £6,778.85 will be taken on 6<sup>th</sup> March 2018.

**FA/209/18 Internal Controls Working Party**

The Committee received the notes from the Internal Controls Working Party held on 5<sup>th</sup> February 2018 and **AGREED** the following recommendations:-

- **That alternative pensions to the Local Government Pension Fund be investigated so that they could be offered to caretakers appointed in the future.**
- **To remove 'checking that the cheque stub had been initialled by two Councillors' from Payroll Testing and Procedures as the system of**

using cheques was no longer valid and this test was done as part of Expenditure Testing and Procedures.

- To produce, on an annual basis, a report to the Property Committee and Finance and Administration Committee which gives an estimation of the staff time spent on each hall in order to give a better understanding of the full cost of running each hall.
- To remove Petty Cash requisition forms and 'checking that the cheque stub has been initialled by two Councillors' from Petty Cash Testing and Procedures as the system of using requisition forms and cheques was no longer valid, and the authorisation test was done as part of Expenditure Testing and Procedures.
- To obtain VAT receipts for all mobile phone top ups in the future so that VAT can be reclaimed.

#### **FA/210/18 Financial Review to 31<sup>st</sup> January 2018**

The Committee considered the detailed income and expenditure report, the income and expenditure summary and the balance sheet generated from the electronic financial system, along with the Excel reserves sheet to 31<sup>st</sup> January 2018, all circulated with the agenda.

The Committee requested that the column on the report headed "forecast to 31.3.18 was further clarified by adding "agreed in the precept calculation".

**It was RESOLVED to:-**

1. **Note the Financial Report, the reserve balances and balance sheet at 31<sup>st</sup> January 2018 (attached).**
2. **Confirm that the bank reconciliation at 31<sup>st</sup> January 2018 agrees to the cashbook and bank statement and had been signed by the Committee Chairman.**
3. **Confirm that the balances of the Co-operative Society Bank Account and Nationwide Bank Account had been agreed to the trial balance and signed.**

#### **FA/211/18 Fee list 2018/19**

The Committee **RESOLVED** to agree the fee list circulated with the agenda. It was further **AGREED** that staff have the authority to levy an increased charge for facilities, if the cost of providing the service demands it.

#### **FA/212/18 Insurance Cover**

The Council **RESOLVED** not to insure the Parish Council's bus shelters as the cost of the excess would usually cover the cost of any repair.

### **FA/213/18 Increasing hall hires**

Suggestions for increasing hires included advertising across a wider area, (especially in Crawley where there are fewer halls for hire), advertising at the halls using banners and leaving small advertising leaflets in the halls with contact details of the office. Using a generic 'Halls for Hire in Horsham' or similar website making the websites easier for potential clients to navigate, individual Facebook pages and increased use of Twitter could also boost hires. The various suggestions would be explored and implemented as appropriate and as funding allowed.

**The Committee RESOLVED to support all of the proposed methods of increasing hall hire.**

### **FA/214/18 Grant Applications**

**North Horsham Friendship Club** – request for £200 for entertainers and transport for trips such as to Leonardslee Gardens. There are twenty regular 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 facilitate people meeting together for social wellbeing.

**It was RESOLVED to award £200 to the North Horsham Friendship Club.**

**Horsham Town Community Partnership** - application for funding towards the Annual Riverside Walk Event to be held on 14<sup>th</sup> July 2018. The request for £170 is a quarter of the total cost of £680. Other funding has been requested from Denne, Forest and Trafalgar Neighbourhood Councils. The project is to encourage people of all ages and abilities from the whole community to enjoy the Riverside Walk. It is estimated that 200 people will benefit however, the walk is free and open to all. The organisation holds modest reserves and had included all documentation.

**It was RESOLVED to award £170 to the Horsham Town Community Partnership towards the Annual Riverside Walk.**

**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 was included.

**It was RESOLVED to award £400 to sponsor the Allotment competition as**

**part of Horsham in Bloom.**

**Asperger's Voice** – request for £541.14 to cover hire of Roffey Millennium Hall for an 'Understanding Autism' event to mark World Autism Awareness Day in 2018. The full cost of the project is £2,202.23. £2,493.94 had been sourced from West Sussex County Council. The project is intended for those who have or who wish to know more about Autism and Asperger Syndrome and who live in the Crawley, Horsham and Mid-Sussex areas of West Sussex. The event was held successfully in 2016 and 2017 and it is estimated that at least 20 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.

**It was RESOLVED to award £200 towards the hire of Roffey Millennium Hall as the event was already fully covered financially from West Sussex County Council.**

**FA/215/18 Date of next meeting**

The next meeting is scheduled for Thursday 19<sup>th</sup> April 2018.

There being no other business, the Chairman closed the meeting at 8.45 p.m.

..... Chairman

.....Dated

Finance Report to Finance Committee 15<sup>th</sup> February 2018Period covering 1<sup>st</sup> April 2017 to 31<sup>st</sup> January 2018Funding to 31<sup>st</sup> March 2018

|  |                |
|--|----------------|
| Precept (full funding for 2017/18 received).             | <b>293,551</b> |
| Council Tax Benefit (full funding for 2017/18 received). | <b>1,403</b>   |
| Environmental Grant (full funding for 2017/18 received). | <b>9,691</b>   |
| <b>Total</b>   | <b>304,645</b> |

Income to 31<sup>st</sup> January 2018

| Cost Centre            | Actual Income  | Annual Budget  | Forecast to 31.3.18 agreed as part of the precept setting. |
|------------------------|----------------|----------------|--|
| Admin                  | 340            | 150            | 150  |
| Allotments             | 1,015          | 765            | 765  |
| North Heath Hall       | 50,812         | 60,200         | 60,000   |
| Holbrook Tythe Barn    | 29,167         | 26,200         | 28,000   |
| Multi Court Lettings   | 17,309         | 12,240         | 17,000   |
| Roffey Millennium Hall | 60,519         | 74,000         | 72,600   |
| <b>Total</b>           | <b>159,162</b> | <b>173,555</b> | <b>178,515</b>   |

Expenditure to 31<sup>st</sup> January 2018

| Cost Centre                   | Actual Expenditure | Annual Budget  | Forecast to 31.3.18 agreed as part of the precept setting. |
|-------------------------------|--------------------|----------------|--|
| Admin                         | 39,352             | *67,943        | 66,833   |
| Grants                        | 7,530              | 10,000         | 10,000   |
| Burial                        | 7,500              | 1,500          | 6,000  |
| Personnel                     | 206,794            | 277,325        | 277,225  |
| Planning, Env, Trans          | 2,000              | 2,000          | 2,000  |
| Allotments                    | 711                | 1,318          | 1,300  |
| Amenity, Recs and Open Spaces | 30,792             | 50,889         | 50,273   |
| North Heath Hall              | 18,750             | 24,379         | 24,703   |
| Holbrook Tythe Barn           | 18,493             | 22,213         | 22,823   |
| Roffey Millennium Hall        | 25,997             | 38,455         | 39,775   |
| <b>Total</b>                  | <b>357,919</b>     | <b>496,022</b> | <b>500,932</b>   |

|                        |                  |                  |                  |
|------------------------|------------------|------------------|------------------|
| <b>Net expenditure</b> | <b>(198,757)</b> | <b>(322,467)</b> | <b>(322,417)</b> |
|------------------------|------------------|------------------|------------------|

\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income is on track to reach the forecasted amounts and in the case of Holbrook Tythe Barn and the Multi Courts will significantly exceed their targets.

Expenditure is generally lower than anticipated, although burial charges have exceeded the budget and forecast following the resolution of a dispute that left two invoices totalling £3,000 outstanding from 2016/17 and £6,000 from 2017/18.

There are still significant funds left in the play area budget, but there is work required on the safety surfacing. Money left in the Open Spaces budget will be required towards tree work. There has been significant spending on the fire alarm system at Holbrook Tythe Barn and on maintenance of the boiler, but that has been counteracted by savings made elsewhere. There has been an overspend on the intruder alarm, lift and gas boiler at Roffey Millennium Hall but savings have been made on cleaning materials, gas and other cost headings. Personnel costs are in line with those forecasted even though the salaries for January 2018 and Members Allowances are not included in the figures.

A contract has been negotiated to reduce the cost of cleaning the bus shelters and notice boards. Whilst the cost of window cleaning the buildings is slightly higher than previously, overall there is a significant saving on window cleaning throughout the Council's portfolio of assets.

Earmarked reserves have been spent on an upgraded telephone system, a pressurisation unit on the boiler at Roffey Millennium Hall, necessary work to the lift at Roffey Millennium Hall and the installation of CCTV.

Pauline Whitehead BA(Hons) FSLCC 05.02.2018

Month No : 10

Committee Report

|  | Actual Year<br>To Date             | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--|------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <b><u>Finance &amp; Administration</u></b> |                                    |                       |                          |                          |                    |
| <u>101</u>                                 | <u>Administration</u>              |                       |                          |                          |                    |
| 4007                                       | Councillors Training               | 496                   | 750                      | 254                      | 254                |
| 4008                                       | Councillors Expenses               | 2,698                 | 5,850                    | 3,152                    | 3,152              |
| 4021                                       | Telephone/Fax/Internet             | 2,851                 | 5,500                    | 2,649                    | 2,649              |
| 4022                                       | Postage                            | 1,317                 | 2,000                    | 683                      | 683                |
| 4023                                       | Stationery and Printing            | 1,369                 | 2,000                    | 631                      | 631                |
| 4024                                       | Subscriptions                      | 2,941                 | 3,060                    | 119                      | 119                |
| 4025                                       | Insurance                          | 12,085                | 12,040                   | -45                      | -45                |
| 4026                                       | Publications/Magazines             | 0                     | 100                      | 100                      | 100                |
| 4028                                       | IT Costs                           | 2,195                 | 2,133                    | -62                      | -62                |
| 4029                                       | Website Maintenance                | 222                   | 160                      | -62                      | -62                |
| 4031                                       | Other Advertising                  | 0                     | 200                      | 200                      | 200                |
| 4032                                       | Publicity/Marketing                | 0                     | 1,000                    | 1,000                    | 1,000              |
| 4033                                       | Newsletter                         | 673                   | 1,000                    | 327                      | 327                |
| 4034                                       | Maintenance - Electrical           | 40                    | 0                        | -40                      | -40                |
| 4038                                       | Office Equipment Maint.            | 410                   | 1,500                    | 1,090                    | 1,090              |
| 4051                                       | Bank Charges                       | 35                    | 500                      | 465                      | 465                |
| 4053                                       | PWLB Loan Charges                  | 6,902                 | 13,400                   | 6,498                    | 6,498              |
| 4057                                       | External Audit Fees                | -300                  | 1,500                    | 1,800                    | 1,800              |
| 4058                                       | Professional Services              | 4,985                 | 3,000                    | -1,985                   | -1,985             |
| 4059                                       | Internal Audit Fees                | 357                   | 500                      | 143                      | 143                |
| 4100                                       | Chairman's Allowance               | 218                   | 400                      | 182                      | 182                |
| 4103                                       | Parish Plan                        | 0                     | 10,000                   | 10,000                   | 10,000             |
| 4120                                       | Roffey Hall Equipment              | 0                     | 750                      | 750                      | 750                |
| 4122                                       | Office Equipment                   | 468                   | 600                      | 132                      | 132                |
|  | Administration :- Expenditure      | <b>39,961</b>         | <b>67,943</b>            | <b>27,982</b>            | <b>0</b>           |
| 1008                                       | Miscellaneous Income               | 312                   | 0                        | 312                      | 0                  |
| 1176                                       | Precept                            | 293,551               | 293,552                  | -2                       | 0                  |
| 1177                                       | Council Tax Benefit Grant          | 1,403                 | 1,401                    | 2                        | 0                  |
| 1196                                       | Interest Received                  | 28                    | 150                      | -122                     | 0                  |
|  | Administration :- Income           | <b>295,293</b>        | <b>295,103</b>           | <b>190</b>               |                    |
|  | <b>Net Expenditure over Income</b> | <b>-255,332</b>       | <b>-227,160</b>          | <b>28,172</b>            |                    |
| <u>103</u>                                 | <u>Grants</u>                      |                       |                          |                          |                    |
| 4155                                       | Other Grants and Donations         | 7,530                 | 10,000                   | 2,470                    | 2,470              |
|  | Grants :- Expenditure              | <b>7,530</b>          | <b>10,000</b>            | <b>2,470</b>             | <b>0</b>           |
|  | <b>Net Expenditure over Income</b> | <b>7,530</b>          | <b>10,000</b>            | <b>2,470</b>             |                    |

Month No : 10

Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>104</u> <u>Burial</u>                         |                        |                       |                          |                          |                    |
| 4101 Burial Charges                              | 7,500 ✓                | 1,500                 | -6,000                   |                          | -6,000             |
| Burial :- Expenditure                            | <u>7,500</u>           | <u>1,500</u>          | <u>-6,000</u>            | <u>0</u>                 | <u>-6,000</u>      |
| <b>Net Expenditure over Income</b>               | <u>7,500</u>           | <u>1,500</u>          | <u>-6,000</u>            |                          |                    |
| Finance & Administration :- Expenditure          | <u>54,991</u>          | <u>79,443</u>         | <u>24,452</u>            | <u>0</u>                 | <u>24,452</u>      |
| Income   | <u>295,293</u>         | <u>295,103</u>        | <u>190</u>               |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>-240,302</u>        | <u>-215,660</u>       | <u>24,642</u>            |                          |                    |
| <b><u>Planning Environment &amp; Transpo</u></b> |                        |                       |                          |                          |                    |
| <u>201</u> <u>Planning, Env &amp; Transport</u>  |                        |                       |                          |                          |                    |
| 4305 Planning Consultant Fees                    | 2,000 ✓                | 2,000                 | 0                        |                          | 0                  |
| Planning, Env & Transport :- Expenditure         | <u>2,000</u>           | <u>2,000</u>          | <u>0</u>                 | <u>0</u>                 | <u>0</u>           |
| <b>Net Expenditure over Income</b>               | <u>2,000</u>           | <u>2,000</u>          | <u>0</u>                 |                          |                    |
| Planning Environment & Transpo :- Expenditure    | <u>2,000</u>           | <u>2,000</u>          | <u>0</u>                 | <u>0</u>                 | <u>0</u>           |
| Income   | <u>0</u>               | <u>0</u>              | <u>0</u>                 |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>2,000</u>           | <u>2,000</u>          | <u>0</u>                 |                          |                    |
| <b><u>Property</u></b>                           |                        |                       |                          |                          |                    |
| <u>301</u> <u>Allotments</u>                     |                        |                       |                          |                          |                    |
| 4012 Water Rates                                 | 148                    | 218                   | 70                       |                          | 70                 |
| 4102 Allotment Rent                              | 0                      | 250                   | 250                      |                          | 250                |
| 4200 Grass cutting                               | 563                    | 750                   | 188                      |                          | 188                |
| 4259 Allotment Maintenance                       | 0                      | 100                   | 100                      |                          | 100                |
| Allotments :- Expenditure                        | <u>711 ✓</u>           | <u>1,318</u>          | <u>607</u>               | <u>0</u>                 | <u>607</u>         |
| 1050 Allotment Rents                             | 1,015                  | 765                   | 250                      |                          | 0                  |
| Allotments :- Income                             | <u>1,015 ✓</u>         | <u>765</u>            | <u>250</u>               |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>-304</u>            | <u>553</u>            | <u>857</u>               |                          |                    |
| <u>302</u> <u>Amenity, Recs &amp; Open Sp</u>    |                        |                       |                          |                          |                    |
| 4012 Water Rates                                 | -92                    | 0                     | 92                       |                          | 92                 |
| 4019 Window Cleaning                             | 1,845                  | 2,280                 | 435                      |                          | 435                |
| 4200 Grass cutting                               | 14,652                 | 18,870                | 4,218                    |                          | 4,218              |
| 4250 Bus Shelter Repairs                         | 0                      | 2,000                 | 2,000                    |                          | 2,000              |



Month No : 10

Committee Report

|      |  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4251 | Play Area & M Crts Maint               | 1,966                  | 8,000                 | 6,034                    |                          | 6,034              |
| 4252 | Open Spaces                            | 6,632                  | 9,000                 | 2,368                    |                          | 2,368              |
| 4253 | Litter Warden/Clearance                | 0                      | 650                   | 650                      |                          | 650                |
| 4254 | Community Services - Dog Bins          | 1,619                  | 1,853                 | 235                      |                          | 235                |
| 4255 | Street Lighting - Maint/Supply         | 1,961                  | 4,500                 | 2,539                    |                          | 2,539              |
| 4258 | Multicourts Maintenance                | 1,652                  | 2,424                 | 772                      |                          | 772                |
| 4260 | Workshop                               | 70                     | 100                   | 30                       |                          | 30                 |
| 4302 | Notice Board Maintenance               | 488                    | 1,212                 | 724                      |                          | 724                |
|      | Amenity, Recs & Open Sp :- Expenditure | <b>30,792</b>          | <b>50,889</b>         | <b>20,097</b>            | <b>0</b>                 | <b>20,097</b>      |
| 1100 | Grants Received                        | 9,691                  | 9,500                 | 191                      |                          | 0                  |
|      | Amenity, Recs & Open Sp :- Income      | <b>9,691</b>           | <b>9,500</b>          | <b>191</b>               |                          |                    |
|      | <b>Net Expenditure over Income</b>     | <b>21,101</b>          | <b>41,389</b>         | <b>20,288</b>            |                          |                    |
|      | Property :- Expenditure                | <b>31,503</b>          | <b>52,207</b>         | <b>20,704</b>            | <b>0</b>                 | <b>20,704</b>      |
|      | Income                                 | <b>10,706</b>          | <b>10,265</b>         | <b>441</b>               |                          |                    |
|      | <b>Net Expenditure over Income</b>     | <b>20,797</b>          | <b>41,942</b>         | <b>21,145</b>            |                          |                    |

**Halls**

|      |                              | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------|------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 401  | <u>North Heath Hall</u>      |                        |                       |                          |                          |                    |
| 4011 | NNDR                         | 6,081                  | 6,070                 | -11                      |                          | -11                |
| 4012 | Water Rates                  | 637                    | 1,020                 | 383                      |                          | 383                |
| 4014 | Electricity                  | 2,132                  | 3,000                 | 868                      |                          | 868                |
| 4015 | Gas                          | 1,905                  | 2,000                 | 95                       |                          | 95                 |
| 4016 | Cleaning Materials           | 703                    | 1,800                 | 1,097                    |                          | 1,097              |
| 4017 | Refuse Bin Clearance         | 780                    | 808                   | 28                       |                          | 28                 |
| 4018 | Sanitary Waste               | 142                    | 152                   | 10                       |                          | 10                 |
| 4019 | Window Cleaning              | 230                    | 323                   | 93                       |                          | 93                 |
| 4034 | Maintenance - Electrical     | 744                    | 2,000                 | 1,256                    |                          | 1,256              |
| 4035 | Maintenance - Elect Eqp Insp | 463                    | 250                   | -213                     |                          | -213               |
| 4036 | Maintenance - General        | 893                    | 2,000                 | 1,107                    |                          | 1,107              |
| 4037 | Maintenance - Fire Alarm Syt | 538                    | 500                   | -38                      |                          | -38                |
| 4039 | Maint - Intruder Alarm       | 950                    | 909                   | -41                      |                          | -41                |
| 4041 | Maintenance - Fire Extg Insp | 0                      | 150                   | 150                      |                          | 150                |
| 4042 | Maintenance - Gas Boiler etc | 258                    | 200                   | -58                      |                          | -58                |
| 4044 | Maintenance - Partition Wall | 600                    | 700                   | 100                      |                          | 100                |
| 4061 | Legionella Testing           | 213                    | 250                   | 37                       |                          | 37                 |
| 4063 | Maintenance - Plumbing       | 140                    | 750                   | 610                      |                          | 610                |
| 4065 | Fire Prevention Sundries     | 131                    | 75                    | -56                      |                          | -56                |
| 4066 | Keyholder Services           | 120                    | 422                   | 302                      |                          | 302                |

Month No : 10

## Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4500 Internal Redecorations                  | 1,089                  | 1,000                 | -89                      |                          | -89                |
| North Heath Hall :- Expenditure              | <u>18,750</u>          | <u>24,379</u>         | <u>5,629</u>             | <u>0</u>                 | <u>5,629</u>       |
| 1000 Hall Lettings                           | 50,812                 | 60,200                | -9,388                   |                          | 0                  |
| North Heath Hall :- Income                   | <u>50,812</u>          | <u>60,200</u>         | <u>-9,388</u>            |                          |                    |
| <b>Net Expenditure over Income</b>           | <b><u>-32,062</u></b>  | <b><u>-35,821</u></b> | <b><u>-3,759</u></b>     |                          |                    |
| <u>402</u> <u>Holbrook Recreation Centre</u> |                        |                       |                          |                          |                    |
| 4011 NNDR                                    | 3,584                  | 3,315                 | -269                     |                          | -269               |
| 4012 Water Rates                             | 2,195                  | 1,632                 | -563                     |                          | -563               |
| 4014 Electricity                             | 2,555                  | 3,500                 | 945                      |                          | 945                |
| 4015 Gas                                     | 534                    | 1,500                 | 966                      |                          | 966                |
| 4016 Cleaning Materials                      | 1,052                  | 1,000                 | -52                      |                          | -52                |
| 4017 Refuse Bin Clearance                    | 780                    | 808                   | 28                       |                          | 28                 |
| 4018 Sanitary Waste                          | 142                    | 152                   | 10                       |                          | 10                 |
| 4019 Window Cleaning                         | 190                    | 300                   | 110                      |                          | 110                |
| 4034 Maintenance - Electrical                | 1,060                  | 2,000                 | 940                      |                          | 940                |
| 4035 Maintenance - Elect Eqp Insp            | 1,371                  | 1,750                 | 379                      |                          | 379                |
| 4036 Maintenance - General                   | 1,128                  | 2,000                 | 872                      |                          | 872                |
| 4037 Maintenance - Fire Alarm Syst           | 1,589                  | 500                   | -1,089                   |                          | -1,089             |
| 4039 Maint - Intruder Alarm                  | 618                    | 909                   | 291                      |                          | 291                |
| 4041 Maintenance - Fire Extg Insp            | 0                      | 150                   | 150                      |                          | 150                |
| 4042 Maintenance - Gas Boiler etc            | 589                    | 200                   | -389                     |                          | -389               |
| 4061 Legionella Testing                      | 148                    | 250                   | 102                      |                          | 102                |
| 4063 Maintenance - Plumbing                  | 269                    | 750                   | 481                      |                          | 481                |
| 4065 Fire Prevention Sundries                | 4                      | 75                    | 71                       |                          | 71                 |
| 4066 Keyholder Services                      | 170                    | 422                   | 252                      |                          | 252                |
| 4500 Internal Redecorations                  | 515                    | 1,000                 | 485                      |                          | 485                |
| Holbrook Recreation Centre :- Expenditure    | <u>18,493</u>          | <u>22,213</u>         | <u>3,720</u>             | <u>0</u>                 | <u>3,720</u>       |
| 1000 Hall Lettings                           | 29,167                 | 26,200                | 2,967                    |                          | 0                  |
| 1010 Multi Court Lettings                    | 17,309                 | 12,240                | 5,069                    |                          | 0                  |
| Holbrook Recreation Centre :- Income         | <u>46,476</u>          | <u>38,440</u>         | <u>8,036</u>             |                          |                    |
| <b>Net Expenditure over Income</b>           | <b><u>-27,983</u></b>  | <b><u>-16,227</u></b> | <b><u>11,756</u></b>     |                          |                    |
| <u>403</u> <u>Roffey Millennium Hall</u>     |                        |                       |                          |                          |                    |
| 4011 NNDR                                    | 5,993                  | 6,304                 | 311                      |                          | 311                |
| 4012 Water Rates                             | 821                    | 1,632                 | 811                      |                          | 811                |
| 4014 Electricity                             | 3,494                  | 5,000                 | 1,506                    |                          | 1,506              |
| 4015 Gas                                     | 2,335                  | 6,000                 | 3,665                    |                          | 3,665              |

Month No : 10

Committee Report

|      | Actual Year<br>To Date                | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------|---------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4016 | Cleaning Materials                    | 1,178                 | 1,800                    | 622                      | 622                |
| 4017 | Refuse Bin Clearance                  | 1,574                 | 1,591                    | 17                       | 17                 |
| 4018 | Sanitary Waste                        | 142                   | 303                      | 161                      | 161                |
| 4019 | Window Cleaning                       | 375                   | 606                      | 231                      | 231                |
| 4020 | Refreshment Sale Cost/Sundries        | 479                   | 750                      | 271                      | 271                |
| 4034 | Maintenance - Electrical              | 868                   | 2,000                    | 1,132                    | 1,132              |
| 4035 | Maintenance - Elect Eqp Insp          | 80                    | 2,000                    | 1,920                    | 1,920              |
| 4036 | Maintenance - General                 | 2,459                 | 2,750                    | 291                      | 291                |
| 4037 | Maintenance - Fire Alarm Syt          | 234                   | 500                      | 266                      | 266                |
| 4039 | Maint - Intruder Alarm                | 1,423                 | 909                      | -514                     | -514               |
| 4040 | Maintenance - Elevator                | 1,192                 | 909                      | -283                     | -283               |
| 4041 | Maintenance - Fire Extg Insp          | 67                    | 150                      | 84                       | 84                 |
| 4042 | Maintenance - Gas Boiler etc          | 1,123                 | 500                      | -623                     | -623               |
| 4044 | Maintenance - Partition Wall          | 250                   | 550                      | 300                      | 300                |
| 4061 | Legionella Testing                    | 120                   | 400                      | 280                      | 280                |
| 4062 | Air Conditionaing Maintenance         | 270                   | 354                      | 84                       | 84                 |
| 4063 | Maintenance - Plumbing                | 240                   | 1,500                    | 1,260                    | 1,260              |
| 4064 | Lightning Conductor Works             | 220                   | 275                      | 55                       | 55                 |
| 4065 | Fire Prevention Sundries              | 0                     | 250                      | 250                      | 250                |
| 4066 | Keyholder Services                    | 120                   | 422                      | 302                      | 302                |
| 4500 | Internal Redecorations                | 940                   | 1,000                    | 60                       | 60                 |
|      | Roffey Millennium Hall :- Expenditure | <b>25,997</b>         | <b>38,455</b>            | <b>12,458</b>            | <b>0</b>           |
| 1000 | Hall Lettings                         | 57,517                | 71,400                   | -13,883                  | 0                  |
| 1004 | Equipment Sale/Sundry Income          | 1,180                 | 600                      | 580                      | 0                  |
| 1006 | Refreshment Sale Income               | 1,822                 | 2,000                    | -178                     | 0                  |
|      | Roffey Millennium Hall :- Income      | <b>60,519</b>         | <b>74,000</b>            | <b>-13,481</b>           |                    |
|      | <b>Net Expenditure over Income</b>    | <b>-34,521</b>        | <b>-35,545</b>           | <b>-1,024</b>            |                    |
|      | Halls :- Expenditure                  | <b>63,240</b>         | <b>85,047</b>            | <b>21,807</b>            | <b>0</b>           |
|      | Income                                | <b>157,806</b>        | <b>172,640</b>           | <b>-14,834</b>           |                    |
|      | <b>Net Expenditure over Income</b>    | <b>-94,567</b>        | <b>-87,593</b>           | <b>6,974</b>             |                    |

**Personnel**

| 106 Personnel |                                    |                |                |               |          |
|---------------|------------------------------------|----------------|----------------|---------------|----------|
| 4001          | Salaries/NI/Pensions               | 202,406        | 272,565        | 70,159        | 70,159   |
| 4003          | Payroll Admin Charge               | 393            | 360            | -33           | -33      |
| 4009          | Staff Expenses/Mileage             | 2,491          | 2,500          | 9             | 9        |
| 4010          | Staff Training                     | 1,182          | 1,500          | 319           | 319      |
| 4030          | Recruitment Advertising            | 323            | 400            | 77            | 77       |
|               | Personnel :- Expenditure           | <b>206,794</b> | <b>277,325</b> | <b>70,531</b> | <b>0</b> |
|               | <b>Net Expenditure over Income</b> | <b>206,794</b> | <b>277,325</b> | <b>70,531</b> |          |

Month No : 10

## Committee Report

|                                    | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| Personnel :- Expenditure           | 206,794                | 277,325               | 70,531                   | 0                        | 70,531             |
| Income                             | 0                      | 0                     | 0                        |                          |                    |
| <b>Net Expenditure over Income</b> | <b>206,794</b>         | <b>277,325</b>        | <b>70,531</b>            |                          |                    |
| <b><u>Earmarked Reserves</u></b>   |                        |                       |                          |                          |                    |
| 901 Earmarked Reserves             |                        |                       |                          |                          |                    |
| 4900 Repairs & Renewals Reserve    | 4,439                  | 0                     | -4,439                   |                          | -4,439             |
| 4907 Planning Reserve              | 215                    | 0                     | -215                     |                          | -215 ✓             |
| Earmarked Reserves :- Expenditure  | <b>4,654</b>           | <b>0</b>              | <b>-4,654</b>            | <b>0</b>                 | <b>-4,654</b>      |
| <b>Net Expenditure over Income</b> | <b>4,654</b>           | <b>0</b>              | <b>-4,654</b>            |                          |                    |
| Earmarked Reserves :- Expenditure  | 4,654                  | 0                     | -4,654                   | 0                        | -4,654             |
| Income                             | 0                      | 0                     | 0                        |                          |                    |
| <b>Net Expenditure over Income</b> | <b>4,654</b>           | <b>0</b>              | <b>-4,654</b>            |                          |                    |

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -31st January 2018

|       |                           | RESERVES  |           | EXPENDITURE | INCOME     |            |            | EXPENDITURE | INCOME     |            | NOTE       |   |
|-------|---------------------------|-----------|-----------|-------------|------------|------------|------------|-------------|------------|------------|------------|---|
|       |                           | BALANCE   | TRANSFER  | BALANCE     | ACTUAL     | ACTUAL     | BALANCE    | TRANSFER    | ACTUAL     | ACTUAL     | BALANCE    |   |
|       |                           | 31.3.2016 | 31.3.2016 | 1.4.2016    | 01.04.2017 | 31.03.2017 | 31.03.2017 | 01.04.2017  | 31.01.2018 | 31.01.2018 | 31.01.2018 |   |
| 310/0 | GENERAL RESERVES          | 101744    | -24100    | 77644       | 470391     | 478024     | 85277      | -10000      | 358527     | 463805     | 180555     |   |
|       | <b>EARMARKED RESERVES</b> |           |           |             |            |            |            |             |            |            |            |   |
| 320/0 | REVENUE - VAT Contingency | 7955      | 0         | 7955        | 0          | 0          | 7955       |             | 0          | 0          | 7955       |   |
| 321/0 | REPAIRS & RENEWALS        | 140666    | 20100     | 160766      | 23736      | 0          | 137030     | 8000        | 4439       | 0          | 140591     |   |
| 322/0 | ELECTION                  | 19950     | 0         | 19950       | 0          | 0          | 19950      |             | 0          | 0          | 19950      |   |
| 325/0 | DAMAGE                    | 4000      | 0         | 4000        | 0          | 0          | 4000       | -4000       | 0          | 0          | 0          | 3 |
| 326/0 | YOUTH PROVISION           | 0         | 0         | 0           | 0          | 0          | 0          |             | 0          | 0          | 0          |   |
| 327/0 | ROFFEY YOUTH CLUB         | 5621      | 0         | 5621        | 0          | 0          | 5621       |             | 0          | 0          | 5621       | 1 |
| 328/0 | PLANNING                  | 8000      | 4000      | 12000       | 3750       | 0          | 8250       |             | 215        | 0          | 8035       |   |
| 330/0 | CAPITAL PROJECTS          | 4000      | 0         | 4000        | 0          | 0          | 4000       | -4000       | 0          | 0          | 0          | 3 |
| 331/0 | NEIGHBOURHOOD PLAN        | 0         | 0         | 0           | 0          | 0          | 0          | 10000       | 0          | 0          | 10000      | 4 |
| 335/0 | CAPITAL RECEIPT           | 25000     | 0         | 25000       | 0          | 0          | 25000      |             | 0          | 0          | 25000      | 2 |
|       |                           | 316936    | 0         | 316936      | 497877     | 478024     | 297083     | 0           | 363181     | 463805     | 397707     |   |

- 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.
- 4 Neighbourhood Plan                        Fund created for the NP

## Balance Sheet as at - 31st January 2018

31st March 2017

31st January 2018

| 31st March 2017            |  | 31st January 2018 |                |
|----------------------------|--|-------------------|----------------|
| <b>Current Assets</b>      |  |                   |                |
| 17,150                     | Debtors                                      | 20,581            |                |
| 169                        | Vat Refunds                                  | -420              |                |
| 553                        | Prepayments                                  | 0                 |                |
| 162,724                    | Lloyds Bank Accounts                         | 212,929           |                |
| 148,800                    | Co-op Community Directplus A/c               | 85,000            |                |
| 0                          | Nationwide                                   | 83,800            |                |
| 150                        | Petty Cash                                   | 150               |                |
| <u>329,547</u>             |  |                   | <u>402,041</u> |
| <b>329,547</b>             | <b>Total Assets</b>                          |                   | <b>402,041</b> |
| <b>Current Liabilities</b> |  |                   |                |
| 7,139                      | Creditors                                    | 4,334             |                |
| 25,325                     | Accruals                                     | 0                 |                |
| <u>32,464</u>              |  |                   | <u>4,334</u>   |
| <b>297,083</b>             | <b>Total Assets Less Current Liabilities</b> |                   | <b>397,707</b> |
| <b>Represented By</b>      |  |                   |                |
| 85,277                     | General Reserve                              |                   | 179,551 ✓      |
| 7,955                      | Earmarked Reserves - VAT Con                 |                   | 7,955          |
| 137,030                    | Earmarked Reserves - R&R Fund                |                   | 141,596        |
| 19,950                     | Earmarked Reserves - Election                |                   | 19,950         |
| 4,000                      | Earmarked Reserves - Damage                  |                   | 0              |
| 5,621                      | Ear Marked Res-Yth Charity Bal               |                   | 5,621          |
| 8,250                      | Ear marked Reserve Planning                  |                   | 8,035          |
| 4,000                      | Earmarked Reserves - Cap.Proj.               |                   | 0              |
| 0                          | Earmarked Reserve - NP                       |                   | 10,000         |
| 25,000                     | Ear Marked Res Capital Receipt               |                   | 25,000         |
| <u>297,083</u>             |  |                   | <u>397,707</u> |

The above statement represents fairly the financial position of the authority as at 31st January 2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

North Horsham Parish Council 17/18

January 2018

Income and Expenditure Account for Year Ended 31st December 2017

| 31st March 2017 |                              | 31st December 2017 |
|-----------------|------------------------------|--------------------|
|                 | <b>Income Summary</b>        |                    |
| 282,726         | Precept                      | 293,551            |
| 163             | Interest Received            | 28                 |
| <u>282,889</u>  | Sub Total                    | <u>293,579</u>     |
|                 | <b>Operating Income</b>      |                    |
| 17,899          | Administration               | 1,715              |
| 750             | Allotments                   | 1,015              |
| 0               | Amenity, Recs & Open Sp      | 9,691              |
| 57,651          | North Heath Hall             | 50,812             |
| 44,989          | Holbrook Recreation Centre   | 46,476             |
| 73,845          | Roffey Millennium Hall       | 60,519             |
| <u>478,024</u>  | Total Income                 | <u>463,805</u>     |
|                 | <b>Running Costs</b>         |                    |
| 52,278          | Administration               | 39,961             |
| 0               | Section 137                  | 0                  |
| 8,577           | Grants                       | 7,530              |
| 3,000           | Burial                       | 7,500              |
| 293,325         | Personnel                    | 206,794            |
| 0               | Planning, Env & Transport    | 2,000              |
| 717             | Allotments                   | 711                |
| 37,799          | Amenity, Recs & Open Sp      | 30,792             |
| 24,070          | North Heath Hall             | 18,750             |
| 17,582          | Holbrook Recreation Centre   | 18,493             |
| 32,564          | Roffey Millennium Hall       | 25,997             |
| 27,966          | Earmarked Reserves           | 4,654              |
| <u>497,877</u>  | Total Expenditure            | <u>363,181</u>     |
|                 | <b>General Fund Analysis</b> |                    |
| 101,744         | Opening Balance              | 85,277             |
| 478,024         | Plus : Income for Year       | 463,805            |
| <u>579,768</u>  |                              | <u>549,083</u>     |
| 497,877         | Less : Expenditure for Year  | 363,181            |
| <u>81,891</u>   |                              | <u>185,901</u>     |
| -3,386          | Transfers TO / FROM Reserves | 5,346              |
| <u>85,277</u>   | Closing Balance              | <u>180,555</u>     |