



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
HolbrookTythe Barn

Email: [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

7<sup>th</sup> December 2018

## **NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 13<sup>th</sup> December 2018 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA (Hons) FSLCC

### **Committee**

Cllr P Burgess, Cllr R Millington, Cllr J Smithurst, Cllr S Torn, Cllr R. Turner, Cllr S Wilton (one vacancy to be filled should a new member of the Council come forward).

## **AGENDA**

### **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 Committee 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.

### **2. Apologies.**

**Recommendation:- To receive apologies for absence.**

### **3. Minutes.**

Circulated previously by e-mail.

**Recommendation:- To approve and sign the Minutes of the meeting on 11<sup>th</sup> October 2018.**

### **4. Declarations of Interest.**

**Recommendation:- To receive any Declarations of Interest from Members of the Committee.**

### **Chairman's Announcements.**

### **5. See Clerk's Report.**

**Recommendation:- To note the Chairman's Announcements.**

### **6. Financial Review and bank mandates to 30<sup>th</sup> November 2018.**

See Clerk's Report

**Recommendation:-**

- 1. To consider the Financial Report to 30<sup>th</sup> November 2018 including reserve balances and the VAT de minimus analysis to 30<sup>th</sup> September 2018.**

2. The Chairman to confirm and sign to evidence that the bank reconciliation at 30<sup>th</sup> November 2018 agrees to the cashbook and bank statement.
3. To verify that the trial balance and Co-operative Bank balance agrees.

**7. VAT – Making Tax Digital**

See Clerk's Report.

**Recommendation:-** To agree the start date for submitting VAT Returns under the Making Tax Digital for VAT Scheme.

**8. Phased budgeting for 2019**

See Clerk's Report.

**Recommendations:-**

1. To consider if the Finance and Administration Committee wish to commence phased budgeting at a cost of £536 in the first year and £141 in continuing years.
2. To increase the Professional Fees budget for 2019/20 by £536 if appropriate.

**9. Financial Regulations**

See Clerk's report.

**Recommendations:-**

1. To agree changes to Financial Regulations (Section 4.1) recommended by the Internal Auditor and put forward to full Council.
2. To review how Capital Projects are provided for in Financial Regulations (Section 4.1) and to submit any changes agreed by the Finance and Administration Committee to the full Council.

**10. Internal Audit**

See Clerk's Report plus the Internal Audit Interim Report, a copy of the insurance schedule for 2018/19, the asset register attached to the agenda

**Recommendations:-**

1. To note the interim Internal Audit Report and resulting Action Plan.
2. To note that a bank signatory list has been obtained from Lloyds Bank and agree that it matches the list of signatories noted in minute FA/248/18 in the Finance and Administration Committee Meeting minutes of 30<sup>th</sup> August 2018.
3. To consider increasing the money cover insurance to take into account the highest level of cash held by the Parish Council at any one time.
4. To review whether the insurance cover of assets is adequate.
5. To continue monitoring the level of the general reserve and the repairs and renewals fund to ensure that there is adequate funding to cover future buildings expenditure and any unforeseen changes to the Council's Financial position.
6. To state the cashbook value of any bank reconciliation within the minutes of the meeting.

**11. Property Portfolio**

See Clerk's Report.

**Recommendation:-** To review opportunities for increasing the Parish Council's Property Portfolio in twelve months' time.

**12. Forecast for 2018/19, Budget for 2019/20 and Precept for 2019/20.**

See Clerk's Report plus a list of projects submitted by the Property Committee, item on tree management highlighted on the Risk Assessment for 2018 and copy of the forecast, budget and precept calculation.

**Recommendations:-**

1. To agree projects to be undertaken from the Repair and Renewal Ear-marked Reserve from a prioritised list submitted by the Property Committee.

2. To agree to set up an Ear-marked Reserve to purchase a new boiler at Roffey Millennium Hall taking money from the Repair and Renewal Ear-marked Reserve.
3. To agree to set aside money in an Ear-Marked reserve for tree management work to be agreed by the Property Committee.
4. To agree fee increases for 2019/20.
5. To recommend a forecast for 2018/19, budget for 2019/20 and Precept for 2019/20.

**13. Website**

See Clerk's report.

**Recommendations:-**

1. To consider migrating the North Horsham website from Wordpress hosting to a web hosting server in a data centre within the EU as recommended by the General Data Protection Officer.
2. To make a request to Surrey and Sussex Association of Local Councils to request that NALC re-write their Legal Briefing LO9-18 The Public Sector Bodies (Websites and Mobile Applications)(No.2) Accessibility Regulations 2018 more concisely and in more easily accessible language.

**14. Pension provision.**

See Clerk's Report.

**Recommendation:-** To agree a recommendation which will be taken to the next Personnel Committee Meeting, then full Council to determine which pension will be offered to caretakers who are employed by North Horsham Parish Council in the future.

**15. Grant Applications**

£5,700 remains in the budget for 2018/19 for grant funding. The grant application will be available at the meeting.

**Recommendations:-**

1. To consider a grant application from West Sussex Mediation Service for £500 to help support the continuing provision of free mediation services to those suffering conflicts in their lives, such as families and neighbours across North Horsham parish.
2. To note that £2,500 awarded and paid to Heather Playgroup towards the cost of roof replacement was not spent within the time specified due to issues with the roofer's schedule and access to the site. The project will go ahead at either Easter or summer 2019.

**16. Date of next meeting.**

**Recommendation:** To note the next meeting to be held on Thursday 14<sup>th</sup> February 2019. (Scheduled).