



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

Website: www.northhorsham-pc.gov.uk

6th February 2019

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 14th February 2019 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).

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 13th December 2018.

4. Declarations of Interest.

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

5. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To note the Chairman's Announcements.

6. Financial Review to 31st January 2019.

Financial Report attached.

Recommendation:-

- 1. To consider the Financial Report to 31st January 2019 including reserve balances.**

2. The Chairman to confirm and sign to evidence that the bank reconciliation at 31st January 2019 agrees to the cashbook and bank statement.

7. Internal Controls Working party

Notes attached. Recommendations relating to Asset Management and Replacement will be dealt with under agenda item 10.

Recommendations:-

- 1. To receive the notes of the Internal Controls Working Party meeting held on 4th February 2019.**
- 2. To receive clarification regarding the need to print out all financial records and the numbering of pages and totals in cash book 2 (petty cash).**

8. Financial Regulations

Regulations 9.2 and 9.3 states that the council will agree charges on an annual basis.

Recommendation:- To recommend to Council that "council" be changed to "Finance and Administration Committee".

9. Fee list for 2019/20

See attached.

Recommendation:- To agree the fee list for 2019/20.

10. Asset Management and Replacement

See attached.

Recommendations:-

- 1. To agree that the replacement cost of assets is based on compound inflation using the Consumer Price Index (CPI) and that the life expectancy of assets is based on an educated guess.**
- 2. To consider the template attached.**

11. Aviva Pension

See Clerk's Report.

Recommendations:-

- 1. To agree a Parish Council contribution level for those on an Aviva pension.**
- 2. To note that it is unclear how pension payments of those who will be enrolled in the Aviva pension are processed through Capita, but that this will be investigated further.**

12. Grant Applications

See Clerk's Report. £5,200 remains in the budget for 2018/19 for grant funding. The grant applications have been e-mailed to the Committee separately and will be available at the meeting.

Recommendations:-

- 1. To consider a grant application from North Horsham Friendship Club for £225 to supplement money from subscriptions to provide transport for trips, a programme of speakers, entertainment and small Christmas gifts for members.**
- 2. To consider a grant application from the Earles Meadow Conservation Group for £565 to enable the Group to continue its work on the Parish Council owned public open space at Earles Meadow.**
- 3. To consider a donation of £150 to Horsham Green Gym for work in removing a fence on Parish Council land next to the Riverside Walk. The work, undertaken on request of the Parish Council has saved the cost of employing contractors.**
- 4. To consider a letter from the Citizens Advice Bureau asking for a donation to support their work. There is a community outreach session at Roffey Millennium Hall every Monday morning which serves the North Horsham community.**

13. Exclusion of Press and Public

Recommendation:- To exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

14. Salaries 2019/20

A confidential copy of the 2019/20 list of salaries has been e-mailed to the Committee along with a copy of the new pay scales from NALC.

Recommendations:-

1. To agree, and the Chairman to sign, the list of staff salaries for 2019/20.
2. To report the action to the Personnel Committee.

15. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 18th April 2019. (Scheduled).

Parish Clerk: Pauline Whitehead BA(Hons) FSLCC