

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 27th JUNE 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Cllr. P. Burgess*, Cllr M. Cockerill, Cllr J Gough, Cllr J. Smithurst (Vice Chairman)*, Cllr S. Torn (Chairman), Cllr R. Turner and Cllr. Mrs S. Wilton.
* denotes absence

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

FA/312/19 Elect a Chairman

Following nomination by Cllr R. Turner and being seconded by Cllr J. Smithurst, **Cllr S. Torn was elected Chairman of the Finance and Administration Committee.**

FA/313/19 Elect a Vice Chairman

Following nomination by Cllr R. Turner and being seconded by Cllr J. Gough, **Cllr J. Smithurst was elected Vice Chairman of the Finance and Administration Committee.**

FA/314/19 Public Forum

There was no-one in attendance.

FA/315/19 Apologies

There were apologies for absence from Cllr P. Burgess.

FA/316/19 Minutes

The Minutes of the meeting held on 18th April 2019 were agreed and signed by the Chairman as being a correct record.

FA/317/19 Declarations of Interest

There were no declarations of interest.

FA/318/19 Chairman's Announcements

1. Crawley, Horsham and Mid-Sussex Home Start had confirmed by letter (15th May 2019) that the grant of £700 awarded by the Parish Council had been spent on the core costs associated with delivering their services in North Horsham Parish.

2. The Annual Governance and Accountability Return had been returned to the External Auditor, Moore Stephens in good time for the deadline of 15th July 2019. In addition to supplementary information agreed at the May 2019 Annual Parish Council Meeting, the external auditor also required a copy of the Parish Council's risk assessments and the minute where the Council considered actions resulting from them, along with a copy of the Parish Council's insurance policy and asset register.

3 The judgement process has been initiated for an outstanding debt of £1,108.36 for the hire of North Heath Hall on 11th June 2019. The debt dates back to April 2018.

FA/319/19 Internal Controls Working Party

The Committee agreed the scope of the work of the Internal Controls working party in line with the attached schedule and a timetable of work. It was further RESOLVED to appoint Cllr S. Torn, Cllr J. Smithurst and Cllr M. Cockerill to the Internal Controls working party.

FA/320/19 Community Infrastructure Levy (CiL) working party

North Horsham Parish Council had received £11,052.71 in CiL money.

At the May 2019 Annual Parish Council Meeting, the Parish Council agreed:-

- That the Parish Council as a Corporate Body should decide how CiL contributions are spent.
- Before any award is made, the project/scheme must be checked against the awarding criteria for compliance.
- CiL spending will be reported on the Parish Council website.
- Individual Committees can put forward projects or schemes for consideration.
- A working party with one member from the Property Committee, Finance and Administration Committee and Planning, Environment Committee should meet twice a year to explore if there are any larger infrastructure schemes that could be put to appropriate individual Committees for recommendation to the full Council or direct to full Council if appropriate.

The representative from the Property Committee is Cllr R. Knight and the representative from the Planning, Environment and Transport Committee is Cllr D. Searle.

Once all working party members have been appointed a meeting date will be arranged.

It was RESOLVED to appoint Cllr J. Smithurst to the CiL working party to represent the Finance and Administration Committee.

FA/321/19 Finance Review to 31st May 2019

The Committee noted the Financial Report to 31st May 2019 including reserve balances. A small amendment was made to the balance sheets (attached).

The Chairman confirmed and signed to evidence the bank reconciliation of all Lloyds Parish Council bank accounts as at 31st May 2019. An electronic bank reconciliation verified the balances of all Parish Council bank accounts.

FA/322/19 Bank Mandates

Bank accounts are held with Lloyds Bank, the Co-operative Bank and Nationwide. The current signatories are M Loates, A Britten, P. Burgess. R. Knight, S. Torn, R. Turner and S. Wilton.

It was RESOLVED to remove Mr M. Loates from the bank mandates.

It was AGREED that Cllr M. Cockerill, Cllr J. Gough and Cllr J. Smithurst are added as bank signatories on the bank mandates.

It was AGREED that the appointed signatories should remain for the next four years subject to unforeseen circumstances.

FA/323/19 Appoint Internal Auditor for 2019/20

It was RESOLVED to appoint Mark Mulberry Ltd. as the Internal Auditor for 2019/20.

FA/324/19 Environmental Grant

The Parish Council will receive £9,983.94 in 2019/20 in an Environmental Grant from Horsham District Council to cover the Litter Wardens wages, black bags and Personal Protective Equipment. The first instalment has already been paid. As part of the Grant, the Parish Council needs to keep a note of the expenditure over the year.

In 2018/19 the Environmental Grant was £9,836.39.

Expenditure on collecting litter was:-

Litter Wardens - £9,200

Black bags - £400

PPE - £300

The Committee noted the contribution from HDC and the breakdown of how the grant was spent in 2018/19.

FA/325/19 Business Plan.

The Committee reviewed the Parish Council's Business Plan 2019 – 24 and recommended that it be adopted by full Council.

FA/326/19 Accessible website regulations

The aim of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018 is to improve the accessibility of public sector website/ mobile apps so they can be used by as many people as possible.

North Horsham Parish Council uses a Wordpress template and a statement on the Wordpress website indicates that their designs follow web design standards and best practice. The website is updated by staff members.

By 23rd September 2020 the Parish Council will need to have established that the requirements to meet the accessibility standards have been met and a statement to that effect will be required to be published on the website. The Government has published a sample accessibility statement for a fictional public sector website which could be adapted and the Surrey and Sussex Association of Local Councils is will give further guidance in due course.

It was RESOLVED to appoint Cllr S Wilton and Cllr M. Cockerill to a working party to review the North Horsham Parish Council website in terms of accessibility following guidance given in the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

FA/327/19 Emergency Plan/ Business Continuity Plan

The Finance and Administration Committee reviewed the Emergency Plan/ Business Continuity Plan and recommended it to full Council.

FA/328/19 Planning, Environment and Transport Committee Ear Marked Reserve spend.

See Planning Minutes May 2019, circulated separately and on website.

The Committee RESOLVED to support the Planning Environment and Transport Committee's spend of up to £5,000 to purchase legal support when attending the appeal for the Recycling, Recovery and Renewable Energy and Ancillary Structure at the Former Wealden Brickworks, Langhurst Wood Road.

FA/329/19 Grant Applications

There was £9,470 left in the grant budget for 2019/20.

Age UK Horsham District – request for contribution of £2,000 towards the Community Officer Team. The full cost of the project is £104,323.40

All accompanying documents have been received and circulated.
 Previous grant awards from the Parish Council:-

| | | |
|---------------|--------|-------------------------------------|
| February 2008 | £500 | Scented Garden |
| August 2008 | £5000 | Minibus |
| March 2011 | £4500 | Information Service |
| December 2012 | £5000 | Information Service |
| February 2014 | £5500 | Information Service |
| June 2015 | £5000 | Information Service |
| February 2016 | £0 | Declined |
| June 2018 | £1,000 | Full of Life event in North Horsham |

The Finance and Administration Committee supported the work of Age UK Horsham District , but in order to ensure that parish funds were targeted at North Horsham parish, recommended that the application be reviewed and resubmitted focusing on an event in North Horsham.

Victim Support – request for contribution of £500 to train and supervise 1 volunteer for 1 year. The full cost of the project is £700. All accompanying documents have been received and circulated.

Previous grant awards from the Parish Council:-

| | | |
|--------------|------|--------------|
| 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 |
| April 2017 | £500 | Ongoing work |
| April 2018 | £500 | Ongoing Work |

The Finance Committee RESOLVED to award £500 to enable one Victim Support volunteer to be trained.

FA/330/19 Date of next meeting

The next meeting is scheduled for Thursday 12th September 2019 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.20 p.m.

Signed

Date.....

| Action Plan of Financial Activities for 2019/20 | |
|---|--|
| <p>The production of an Action Plan is to give guidance on the financial process that take place throughout the year and to highlight the calendar of work undertaken by the Internal Controls working party. The list is indicative but is not exhaustive.</p> | |
| July 2019 | Appoint Internal Auditor for 2019/20. |
| August 2019 | |
| 12 th August 2019 | <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant:-</p> <ul style="list-style-type: none"> • Expenditure testing and procedures • Confirm back ups. • Test a payment of over £5,000 through the system. |
| September 2019 | <p>VAT Return is completed. Budget setting starts. Individual Committees to consider their budgets. Report to Council following external audit.</p> |
| 6 th September 2019 | Public Works Loan Board payment is due. |
| 30 th September 2019 | <p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures:-</p> <ul style="list-style-type: none"> • Sales testing and procedures • Review list of creditors and debtors. • Confirm that bank mandate is up to date • Confirm that bank reconciliations are signed at least quarterly • Confirm that there is regular budget monitoring. |
| October 2019 | <p>Complete risk management assessments.- Council to consider risk assessments and any actions as a result. Continue with budget setting. Individual Committees to consider their budgets. Interim Internal Audit – the Council to review the Interim Audit and action any issues highlighted.</p> |
| November 2019 | <p>Continue with budget setting. Individual Committees to consider their budgets. Finance and Administration to start pulling a precept together.</p> |
| December 2019 | <p>VAT Return is completed. Ensure that the precept is ready to bring to the January 2020 Parish Council meeting for approval.</p> |
| January 2020 | Submit the precept calculation for 2020/21 to Horsham District |

| | |
|-------------------------------|--|
| | Council. |
| February 2020 | Arrange internal audit Arrange year end activities. |
| 3 rd February 2020 | Internal Controls Working Party meet to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015:- <ul style="list-style-type: none"> • Review levels of reserves • Prepare or review a business contingency plan. • Check list of information against website • Check that the Annual return is published on the PC website. |
| March 2020 | VAT Return is completed. Work towards year end. |
| 6 th March 2019 | Public Works Loan Board payment is due. |
| April 2020 | Year end close down- Statement of accounts to be presented to full council. Internal Audit undertaken – the Council to review the Internal Auditor report and action any issues highlighted. |
| 6 th April 2020 | Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; that salaries have been properly reviewed:- <ul style="list-style-type: none"> • Check that the Personnel Committee has approved annual salaries in line with contracts and /or minutes. • Make sure no records are missing in the Financial records. • Petty cash testing and procedures |
| May 2020 | At the Annual Parish Council Meeting:- <ul style="list-style-type: none"> • Review the effectiveness of the system of internal control and prepare an annual governance statement. (Section 1 of the Annual Return) • Agree the end of year accounts (last date for doing so is 30th June) and complete the Accounting Statements on the Annual Return (Section 2). • Review Financial Regulations • Review Standing Orders • Review other Policies as appropriate. • Ensure that a new Chairman has passwords in a sealed, dated envelope. Retrieve the envelope given to a previous Chairman and shred. |
| June 2020 | VAT Return is completed. To appoint the Internal Auditor for 2020/21 Ensure that the public rights to inspect the accounts is displayed and enacted. Review Scheme of Members Allowances. |

Finance Report to show expenditure to 31st May 2019

Finance and Administration Committee 27th June 2019 Agenda Item 10

Period covering 1st April 2019 to 31st May 2019

Funding at 31st May 2019

| | |
|----------------------------------|----------------|
| Precept (half year) | 163,885 |
| CiL Payment | 11,053 |
| Environmental Grant (half year). | 4,992 |
| Total | 179,930 |

Income to 31st May 2019

| Cost Centre | Actual Income | Annual Budget | Expected income to May 2019* |
|------------------------|---------------|----------------|------------------------------|
| Admin | 185 | 100 | 16 |
| Allotments | 528 | 775 | 528 |
| North Heath Hall | 11,006 | 64,873 | 10,812 |
| Holbrook Tythe Barn | 6,470 | 34,110 | 5,685 |
| Multi Court Lettings | 3,808 | 22,035 | 3,672 |
| Roffey Millennium Hall | 14,393 | 83,463 | 13,910 |
| Total | 36,390 | 205,356 | 34,623 |

Expenditure to 31st May 2019

| Cost Centre | Actual Expenditure | Annual Budget | Expected expenditure to May 2019* |
|-------------------------------|--------------------|----------------|-----------------------------------|
| Admin | 14,580 | 55,720 | 9,286 |
| Grants | 530 | 10,000 | 1,666 |
| Burial | 1,683 | 6,750 | 1,687 |
| Personnel | 50,249 | 302,450 | 50,408 |
| Planning, Env, Trans | 0 | 2,250 | 375 |
| Allotments | 43 | 1,200 | 200 |
| Amenity, Recs and Open Spaces | 5,569 | 50,000 | 8,333 |
| North Heath Hall | 2,721 | 26,399 | 4,399 |
| Holbrook Tythe Barn | 2,342 | 23,001 | 3,833 |
| Roffey Millennium Hall | 4,583 | 37,829 | 6,304 |
| Total | 82,300 | 515,599 | 86,491 |

| | | | |
|------------------------|-----------------|------------------|-----------------|
| Net expenditure | (45,910) | (310,243) | (51,868) |
|------------------------|-----------------|------------------|-----------------|

*The proportion of income or expenditure expected to the end of May 2019 has been calculated by dividing the total budget by 12 and multiplying by 2.

Income

Income has exceeded that which was expected in the period between 1st April 2019 and 31st May 2019 by around £2,000.

Expenditure

Expenditure is less than allocated at this stage of the year for all cost codes except Administration. This is because the insurance premium of £8,822 was paid in May for cover to start on 1st June 2019. Necessary work has been carried out at the halls and on the grounds and service contracts for the lift and fire extinguishers have taken place.

Conclusion

Net expenditure is around £6,000 less than was anticipated at this stage in the year. The halls continue to attract casual hires and some longer term business. Anticipated expenditure items are included in the budget. The finances continue to be closely monitored by all involved.

Pauline Whitehead 10th June 2019

Month No : 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|--|------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>Finance & Administration</u> | | | | | |
| 101 Administration | | | | | |
| 4007 | Councillors Training | 0 | 1,500 | 1,500 | 1,500 |
| 4008 | Councillors Expenses | 1,183 | 9,050 | 7,868 | 7,868 |
| 4021 | Telephone/Fax/Internet | 30 | 3,750 | 3,720 | 3,720 |
| 4022 | Postage | 214 | 1,500 | 1,286 | 1,286 |
| 4023 | Stationery and Printing | 268 | 1,750 | 1,482 | 1,482 |
| 4024 | Subscriptions | 2,999 | 3,500 | 501 | 501 |
| 4025 | Insurance | 8,822 | 9,200 | 378 | 378 |
| 4026 | Publications/Magazines | 48 | 20 | -28 | -28 |
| 4028 | IT Costs | 303 | 2,400 | 2,097 | 2,097 |
| 4029 | Website Maintenance | 0 | 300 | 300 | 300 |
| 4032 | Publicity/Marketing | 0 | 1,000 | 1,000 | 1,000 |
| 4033 | Newsletter | 783 | 700 | -83 | -83 |
| 4036 | Maintenance - General | 85 | 0 | -85 | -85 |
| 4038 | Office Equipment Maint. | 132 | 1,000 | 868 | 868 |
| 4051 | Bank Charges | 0 | 100 | 100 | 100 |
| 4053 | PWLB Loan Charges | 0 | 12,700 | 12,700 | 12,700 |
| 4057 | External Audit Fees | -1,870 | 1,500 | 3,370 | 3,370 |
| 4058 | Professional Services | 1,203 | 3,000 | 1,797 | 1,797 |
| 4059 | Internal Audit Fees | 35 | 600 | 565 | 565 |
| 4100 | Chairman's Allowance | -79 | 400 | 479 | 479 |
| 4120 | Roffey Hall Equipment | 256 | 750 | 494 | 494 |
| 4122 | Office Equipment | 169 | 1,000 | 831 | 831 |
| | Administration :- Expenditure | 14,580 | 55,720 | 41,140 | 0 |
| 1008 | Miscellaneous Income | 164 | 0 | 164 | 0 |
| 1175 | CIL Payment | 11,053 | 0 | 11,053 | 0 |
| 1176 | Precept | 163,885 | 327,769 | -163,885 | 0 |
| 1196 | Interest Received | 21 | 100 | -79 | 0 |
| | Administration :- Income | 175,122 | 327,869 | -152,747 | |
| | Net Expenditure over Income | -160,542 | -272,149 | -111,607 | |
| 103 Grants | | | | | |
| 4155 | Other Grants and Donations | 530 | 10,000 | 9,470 | 9,470 |
| | Grants :- Expenditure | 530 | 10,000 | 9,470 | 0 |
| | Net Expenditure over Income | 530 | 10,000 | 9,470 | |

Month No : 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>104</u> <u>Burial</u> | | | | | |
| 4101 Burial Charges | 1,683 | 6,750 | 5,067 | | 5,067 |
| Burial :- Expenditure | <u>1,683</u> | <u>6,750</u> | <u>5,067</u> | <u>0</u> | <u>5,067</u> |
| Net Expenditure over Income | <u>1,683</u> | <u>6,750</u> | <u>5,067</u> | | |
| Finance & Administration :- Expenditure | <u>16,792</u> | <u>72,470</u> | <u>55,678</u> | <u>0</u> | <u>55,678</u> |
| Income | <u>175,122</u> | <u>327,869</u> | <u>-152,747</u> | | |
| Net Expenditure over Income | <u>-158,330</u> | <u>-255,399</u> | <u>-97,069</u> | | |
| <u>Planning Environment & Transpo</u> | | | | | |
| <u>201</u> <u>Planning, Env & Transport</u> | | | | | |
| 4305 Planning Consultant Fees | 0 | 2,250 | 2,250 | | 2,250 |
| Planning, Env & Transport :- Expenditure | <u>0</u> | <u>2,250</u> | <u>2,250</u> | <u>0</u> | <u>2,250</u> |
| Net Expenditure over Income | <u>0</u> | <u>2,250</u> | <u>2,250</u> | | |
| Planning Environment & Transpo :- Expenditure | <u>0</u> | <u>2,250</u> | <u>2,250</u> | <u>0</u> | <u>2,250</u> |
| Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| Net Expenditure over Income | <u>0</u> | <u>2,250</u> | <u>2,250</u> | | |
| <u>Property</u> | | | | | |
| <u>301</u> <u>Allotments</u> | | | | | |
| 4012 Water Rates | 0 | 100 | 100 | | 100 |
| 4102 Allotment Rent | 0 | 250 | 250 | | 250 |
| 4200 Grass cutting | 0 | 750 | 750 | | 750 |
| 4259 Allotment Maintenance | 43 | 100 | 57 | | 57 |
| Allotments :- Expenditure | <u>43</u> | <u>1,200</u> | <u>1,157</u> | <u>0</u> | <u>1,157</u> |
| 1050 Allotment Rents | 528 | 775 | -247 | | 0 |
| Allotments :- Income | <u>528</u> | <u>775</u> | <u>-247</u> | | |
| Net Expenditure over Income | <u>-485</u> | <u>425</u> | <u>910</u> | | |
| <u>302</u> <u>Amenity, Recs & Open Sp</u> | | | | | |
| 4019 Window Cleaning | 0 | 925 | 925 | | 925 |
| 4200 Grass cutting | 3,290 | 20,000 | 16,710 | | 16,710 |
| 4250 Bus Shelter Repairs | 0 | 2,000 | 2,000 | | 2,000 |
| 4251 Play Area & M Crts Maint | 324 | 8,000 | 7,676 | | 7,676 |

Month No : 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4252 Open Spaces | 712 | 9,000 | 8,288 | | 8,288 |
| 4253 Litter Warden/Clearance | 0 | 850 | 850 | | 850 |
| 4254 Community Services - Dog Bins | 505 | 2,069 | 1,564 | | 1,564 |
| 4255 Street Lighting - Maint/Supply | 297 | 3,500 | 3,203 | | 3,203 |
| 4258 Multicourts Maintenance | 441 | 2,556 | 2,115 | | 2,115 |
| 4260 Workshop | 0 | 100 | 100 | | 100 |
| 4302 Notice Board Maintenance | 0 | 1,000 | 1,000 | | 1,000 |
| Amenity, Recs & Open Sp :- Expenditure | 5,569 | 50,000 | 44,431 | 0 | 44,431 |
| 1100 Grants Received | 4,992 | 9,836 | -4,844 | | 0 |
| Amenity, Recs & Open Sp :- Income | 4,992 | 9,836 | -4,844 | | |
| Net Expenditure over Income | 577 | 40,164 | 39,587 | | |
| Property :- Expenditure | 5,612 | 51,200 | 45,588 | 0 | 45,588 |
| Income | 5,520 | 10,611 | -5,091 | | |
| Net Expenditure over Income | 92 | 40,589 | 40,497 | | |

Halls

| 401 North Heath Hall | | | | | |
|----------------------|---------------------------------|--------------|---------------|---------------|---------------|
| 4011 | NNDR | 1,279 | 6,396 | 5,117 | 5,117 |
| 4012 | Water Rates | 0 | 900 | 900 | 900 |
| 4014 | Electricity | 190 | 2,640 | 2,450 | 2,450 |
| 4015 | Gas | 280 | 2,562 | 2,282 | 2,282 |
| 4016 | Cleaning Materials | 180 | 1,332 | 1,152 | 1,152 |
| 4017 | Refuse Bin Clearance | 68 | 836 | 768 | 768 |
| 4018 | Sanitary Waste | 0 | 205 | 205 | 205 |
| 4019 | Window Cleaning | 0 | 738 | 738 | 738 |
| 4034 | Maintenance - Electrical | 85 | 2,000 | 1,915 | 1,915 |
| 4035 | Maintenance - Elect Eqp Insp | 0 | 500 | 500 | 500 |
| 4036 | Maintenance - General | 376 | 2,000 | 1,624 | 1,624 |
| 4037 | Maintenance - Fire Alarm Syt | 0 | 750 | 750 | 750 |
| 4039 | Maint - Intruder Alarm | 234 | 794 | 560 | 560 |
| 4041 | Maintenance - Fire Extg Insp | 0 | 150 | 150 | 150 |
| 4042 | Maintenance - Gas Boiler etc | 0 | 650 | 650 | 650 |
| 4044 | Maintenance - Partition Wall | 0 | 700 | 700 | 700 |
| 4061 | Legionella Testing | 0 | 236 | 236 | 236 |
| 4063 | Maintenance - Plumbing | 0 | 750 | 750 | 750 |
| 4065 | Fire Prevention Sundries | 0 | 75 | 75 | 75 |
| 4066 | Keyholder Services | 30 | 185 | 155 | 155 |
| 4500 | Internal Redecorations | 0 | 2,000 | 2,000 | 2,000 |
| | North Heath Hall :- Expenditure | 2,721 | 26,399 | 23,678 | 0 |
| | | | | | 23,678 |

Month No : 2

Committee Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|------------|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 1000 | Hall Lettings | 11,006 | 64,873 | -53,867 | | 0 |
| | North Heath Hall :- Income | 11,006 | 64,873 | -53,867 | | |
| | Net Expenditure over Income | -8,285 | -38,474 | -30,189 | | |
| <u>402</u> | <u>Holbrook Recreation Centre</u> | | | | | |
| 4011 | NNDR | 694 | 3,493 | 2,799 | | 2,799 |
| 4012 | Water Rates | 0 | 1,500 | 1,500 | | 1,500 |
| 4014 | Electricity | 506 | 3,250 | 2,744 | | 2,744 |
| 4015 | Gas | 92 | 1,500 | 1,408 | | 1,408 |
| 4016 | Cleaning Materials | 238 | 1,575 | 1,337 | | 1,337 |
| 4017 | Refuse Bin Clearance | 68 | 836 | 768 | | 768 |
| 4018 | Sanitary Waste | 0 | 205 | 205 | | 205 |
| 4019 | Window Cleaning | 0 | 323 | 323 | | 323 |
| 4034 | Maintenance - Electrical | 294 | 2,000 | 1,706 | | 1,706 |
| 4035 | Maintenance - Elect Eqp Insp | 0 | 590 | 590 | | 590 |
| 4036 | Maintenance - General | 0 | 2,000 | 2,000 | | 2,000 |
| 4037 | Maintenance - Fire Alarm Syt | 0 | 570 | 570 | | 570 |
| 4039 | Maint - Intruder Alarm | 234 | 794 | 560 | | 560 |
| 4041 | Maintenance - Fire Extg Insp | 0 | 150 | 150 | | 150 |
| 4042 | Maintenance - Gas Boiler etc | 187 | 500 | 314 | | 314 |
| 4061 | Legionella Testing | 0 | 205 | 205 | | 205 |
| 4063 | Maintenance - Plumbing | 0 | 750 | 750 | | 750 |
| 4065 | Fire Prevention Sundries | 0 | 575 | 575 | | 575 |
| 4066 | Keyholder Services | 30 | 185 | 155 | | 155 |
| 4500 | Internal Redecorations | 0 | 2,000 | 2,000 | | 2,000 |
| | Holbrook Recreation Centre :- Expenditure | 2,342 | 23,001 | 20,659 | 0 | 20,659 |
| 1000 | Hall Lettings | 6,470 | 34,110 | -27,640 | | 0 |
| 1010 | Multi Court Lettings | 3,808 | 22,035 | -18,227 | | 0 |
| | Holbrook Recreation Centre :- Income | 10,278 | 56,145 | -45,867 | | |
| | Net Expenditure over Income | -7,936 | -33,144 | -25,208 | | |
| <u>403</u> | <u>Roffey Millennium Hall</u> | | | | | |
| 4011 | NNDR | 1,325 | 6,642 | 5,318 | | 5,318 |
| 4012 | Water Rates | 466 | 1,235 | 769 | | 769 |
| 4014 | Electricity | 369 | 5,125 | 4,756 | | 4,756 |
| 4015 | Gas | 0 | 6,150 | 6,150 | | 6,150 |
| 4016 | Cleaning Materials | 588 | 1,425 | 837 | | 837 |
| 4017 | Refuse Bin Clearance | 135 | 1,663 | 1,528 | | 1,528 |

Month No : 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4018 Sanitary Waste | 0 | 205 | 205 | | 205 |
| 4019 Window Cleaning | 0 | 1,015 | 1,015 | | 1,015 |
| 4020 Refreshment Sale Cost/Sundries | 55 | 500 | 445 | | 445 |
| 4034 Maintenance - Electrical | 115 | 2,000 | 1,885 | | 1,885 |
| 4035 Maintenance - Elect Eqp Insp | 0 | 590 | 590 | | 590 |
| 4036 Maintenance - General | 187 | 3,000 | 2,813 | | 2,813 |
| 4037 Maintenance - Fire Alarm Syst | 0 | 515 | 515 | | 515 |
| 4039 Maint - Intruder Alarm | 234 | 794 | 560 | | 560 |
| 4040 Maintenance - Elevator | 548 | 750 | 202 | | 202 |
| 4041 Maintenance - Fire Extg Insp | 0 | 150 | 150 | | 150 |
| 4042 Maintenance - Gas Boiler etc | 531 | 1,000 | 469 | | 469 |
| 4044 Maintenance - Partition Wall | 0 | 500 | 500 | | 500 |
| 4061 Legionella Testing | 0 | 250 | 250 | | 250 |
| 4062 Air Conditionaig Maintenance | 0 | 308 | 308 | | 308 |
| 4063 Maintenance - Plumbing | 0 | 1,500 | 1,500 | | 1,500 |
| 4064 Lightning Conductor Works | 0 | 227 | 227 | | 227 |
| 4065 Fire Prevention Sundries | 0 | 100 | 100 | | 100 |
| 4066 Keyholder Services | 30 | 185 | 155 | | 155 |
| 4500 Internal Redecorations | 0 | 2,000 | 2,000 | | 2,000 |
| Roffey Millennium Hall :- Expenditure | 4,583 | 37,829 | 33,246 | 0 | 33,246 |
| 1000 Hall Lettings | 13,883 | 81,263 | -67,380 | | 0 |
| 1004 Equipment Sale/Sundry Income | 205 | 200 | 5 | | 0 |
| 1006 Refreshment Sale Income | 306 | 2,000 | -1,694 | | 0 |
| Roffey Millennium Hall :- Income | 14,393 | 83,463 | -69,070 | | |
| Net Expenditure over Income | -9,811 | -45,634 | -35,823 | | |
| Halls :- Expenditure | 9,646 | 87,229 | 77,583 | 0 | 77,583 |
| Income | 35,678 | 204,481 | -168,803 | | |
| Net Expenditure over Income | -26,032 | -117,252 | -91,220 | | |

Personnel

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 106 Personnel | | | | | |
| 4001 Salaries/NI/Pensions | 24,877 | 296,500 | 271,623 | | 271,623 |
| 4002 Childcare Vouchers | 508 | 0 | -508 | | -508 |
| 4003 Payroll Admin Charge | 0 | 800 | 800 | | 800 |
| 4009 Staff Expenses/Mileage | 195 | 3,000 | 2,805 | | 2,805 |
| 4010 Staff Training | 95 | 1,500 | 1,405 | | 1,405 |
| 4030 Recruitment Advertising | 0 | 250 | 250 | | 250 |
| 4067 Protective Clothing | 41 | 400 | 359 | | 359 |
| Personnel :- Expenditure | 25,715 | 302,450 | 276,735 | 0 | 276,735 |
| Net Expenditure over Income | 25,715 | 302,450 | 276,735 | | |

Month No : 2

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| Personnel :- Expenditure | 25,715 | 302,450 | 276,735 | 0 | 276,735 |
| Income | 0 | 0 | 0 | | |
| Net Expenditure over Income | 25,715 | 302,450 | 276,735 | | |
| | + 24,534 (May 19) | | | | |
| <u>Earmarked Reserves</u> | | | | | |
| 901 Earmarked Reserves | | | | | |
| 4900 Repairs & Renewals Reserve | 5,200 | 0 | -5,200 | | -5,200 |
| Earmarked Reserves :- Expenditure | 5,200 | 0 | -5,200 | 0 | -5,200 |
| Net Expenditure over Income | 5,200 | 0 | -5,200 | | |
| Earmarked Reserves :- Expenditure | 5,200 | 0 | -5,200 | 0 | -5,200 |
| Income | 0 | 0 | 0 | | |
| Net Expenditure over Income | 5,200 | 0 | -5,200 | | |

At: 11:43

Balance Sheet as at - 31st March 2020

31st March 2019

31st March 2020

| 31st March 2019 | | 31st March 2020 | |
|----------------------------|--|-----------------|----------------|
| Current Assets | | | |
| 24,107 | Debtors | 22,458 | |
| 679 | Vat Refunds | 403 | |
| 236,955 | Lloyds Bank Accounts | 357,098 | |
| 85,000 | Co-op Community Directplus A/c | 85,000 | |
| 84,532 | Nationwide | 84,532 | |
| 150 | Petty Cash | 150 | |
| 431,423 | | 549,641 | |
| 431,423 | Total Assets | | 549,641 |
| Current Liabilities | | | |
| 37,082 | Creditors | 4,125 | |
| 2,070 | Accruals | 0 | |
| 110 | Receipts in Advance | 0 | |
| 39,261 | | 4,125 | |
| 392,161 | Total Assets Less Current Liabilities | | 545,516 |
| Represented By | | | |
| 186,151 | General Reserve | | 317,936 |
| 7,955 | Earmarked Reserves - VAT Con | | 7,955 |
| 129,450 | Earmarked Reserves - R&R Fund | | 145,020 |
| 19,950 | Earmarked Reserves - Election | | 19,950 |
| 0 | EMR - Tree management work | | 6,000 |
| 5,621 | Earmarked Res-Yth Charity Bal | | 5,621 |
| 8,035 | Earmarked Reserve Planning | | 8,035 |
| 10,000 | Earmarked Reserve - Boiler RMH | | 10,000 |
| 25,000 | Earmarked Res Capital Receipt | | 25,000 |
| 392,161 | | | 545,516 |

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

North Horsham Parish Council

May 2019

Income and Expenditure Account for Year Ended 31st March 2020

| 31st March 2019 | | 31st March 2020 |
|-----------------|------------------------------|-----------------|
| | Income Summary | |
| 319,943 | Precept | 163,885 |
| 386 | Interest Received | 21 |
| <u>320,329</u> | Sub Total | <u>163,905</u> |
| | Operating Income | |
| 35 | Administration | 11,217 |
| 539 | Allotments | 528 |
| 9,986 | Amenity, Recs & Open Sp | 4,992 |
| 64,471 | North Heath Hall | 11,006 |
| 60,694 | Holbrook Recreation Centre | 10,278 |
| 85,141 | Roffey Millennium Hall | 14,393 |
| <u>541,195</u> | Total Income | <u>216,320</u> |
| | Running Costs | |
| 45,766 | Administration | 14,580 |
| 0 | Section 137 | 0 |
| 5,660 | Grants | 530 |
| 6,730 | Burial | 1,683 |
| 287,705 | Personnel | 25,715 |
| 737 | Planning, Env & Transport | 0 |
| 1,589 | Allotments | 43 |
| 34,481 | Amenity, Recs & Open Sp | 5,569 |
| 23,180 | North Heath Hall | 2,721 |
| 21,164 | Holbrook Recreation Centre | 2,342 |
| 34,546 | Roffey Millennium Hall | 4,583 |
| 10,436 | Earmarked Reserves | 5,200 |
| <u>471,993</u> | Total Expenditure | <u>62,965</u> |
| | General Fund Analysis | |
| 106,513 | Opening Balance | 186,151 |
| 541,195 | Plus : Income for Year | 216,320 |
| <u>647,708</u> | | <u>402,471</u> |
| 471,993 | Less : Expenditure for Year | 62,965 |
| <u>175,715</u> | | <u>339,506</u> |
| 4,641 | Transfers TO / FROM Reserves | 21,570 |
| <u>171,074</u> | Closing Balance | <u>317,936</u> |

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st May 2019

| | | EXPENDITURE | | | | INCOME | | | EXPENDITURE | | | | INCOME | | | NOTE |
|-------|---------------------------|-------------|------------|------------|------------|------------|------------|----------|-------------|----------|----------|------------|------------|------------|------------|------|
| | | ACTUAL | ACTUAL | BALANCE | TRANSFER | ACTUAL | ACTUAL | BALANCE | ACTUAL | ACTUAL | BALANCE | TRANSFER | ACTUAL | ACTUAL | BALANCE | |
| | | 01.04.2017 | 31.03.2017 | 31.03.2017 | 01.04.2017 | 31.03.2018 | 31.03.2018 | 31.03.18 | 31.03.19 | 31.03.19 | 31.03.19 | 01.04.2018 | 31.05.2019 | 31.05.2019 | 31.05.2019 | |
| 310/0 | GENERAL RESERVES | 470391 | 478024 | 85277 | -10000 | 468953 | 500189 | 106513 | 461557 | 541195 | 186151 | -26770 | 57765 | 216320 | 317936 | |
| | EARMARKED RESERVES | | | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | | | | 0 | |
| 320/0 | REVENUE - VAT Contingency | 0 | 0 | 7955 | | 0 | 0 | 7955 | | | 7955 | | | | 7955 | |
| | | | | | | | | | | | | | | | 0 | |
| 321/0 | REPAIRS & RENEWALS | 23736 | 0 | 137030 | 8000 | 5144 | 0 | 139886 | 10436 | | 129450 | 20770 | 5200 | 145020 | | |
| | | | | | | | | | | | | | | | 0 | |
| 322/0 | ELECTION | 0 | 0 | 19950 | | 0 | 0 | 19950 | | | 19950 | | | 19950 | | |
| | | | | | | | | | | | | | | | 0 | |
| 323/0 | TREE MANAGEMENT WORK | 0 | 0 | 0 | | 0 | 0 | 0 | | | | 6000 | | 6000 | | |
| | | | | | | | | | | | | | | | 0 | |
| 325/0 | DAMAGE | 0 | 0 | 4000 | -4000 | 0 | 0 | 0 | | | 0 | | | 0 | | |
| | | | | | | | | | | | | | | | 0 | 3 |
| 326/0 | YOUTH PROVISION | 0 | 0 | 0 | | 0 | 0 | 0 | | | 0 | | | 0 | | |
| | | | | | | | | | | | | | | | 0 | |
| 327/0 | ROFFEY YOUTH CLUB | 0 | 0 | 5621 | | 0 | 0 | 5621 | | | 5621 | | | 5621 | | |
| | | | | | | | | | | | | | | | 0 | 1 |
| 328/0 | PLANNING | 3750 | 0 | 8250 | | 215 | 0 | 8035 | | | 8035 | | | 8035 | | |
| | | | | | | | | | | | | | | | 0 | |
| 330/0 | CAPITAL PROJECTS | 0 | 0 | 4000 | -4000 | 0 | 0 | 0 | | | 0 | | | 0 | | |
| | | | | | | | | | | | | | | | 0 | 3 |
| 331/0 | RMH BOILER | 0 | 0 | 0 | 10000 | 0 | 0 | 10000 | | | 10000 | | | 10000 | | |
| | | | | | | | | | | | | | | | 0 | |
| 335/0 | CAPITAL RECEIPT | 0 | 0 | 25000 | | 0 | 0 | 25000 | | | 25000 | | | 25000 | | |
| | | | | | | | | | | | | | | | 0 | 2 |
| | | 497877 | 478024 | 297083 | 0 | 474312 | 500189 | 322960 | 471993 | 541195 | 392162 | 0 | 62965 | 216320 | 545517 | |

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 R & R

£26,770 transferred into the RR in 2019 for high priority work : Repair to Boardwalks at Earles Meadow £17,520; Street lighting upgrade £6,000 and Redecorating at Holbrook Tythe Barn £3,250

North Horsham Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2019

F+A 27.6.19

Item 10.

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|---------------------------------------|-------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | Lloyds Business Instant Access | 351,855.10 |
| 1 | Lloyds Treasurers A/c -Current | 5,242.69 |
| 2 | Petty Cash | 150.00 |
| | | 357,247.79 |
| <u>Other Bank & Cash Balances</u> | | |
| | Co-op Community Directplus A/c | 85,000.26 |
| | Nationwide | 84,531.64 |
| | Bank of Ireland | 0.00 |
| | | 169,531.90 |
| | | 526,779.69 |
| <u>Receipts not on Bank Statement</u> | | |
| 0 | 31/05/2019 All Receipts Cleared | 0.00 |
| | | 0.00 |
| Closing Balance | | 526,779.69 |
| <u>All Cash & Bank Accounts</u> | | |
| | Lloyds Bank Accounts | 343,359.04 |
| | Petty Cash | 150.00 |
| | Other Bank & Cash Balances | 169,531.90 |
| | Total Bank & Cash Balances | 513,040.94 |