

## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON-LINE ON THURSDAY 16<sup>TH</sup> JULY 2020 COMMENCING AT 7.30pm

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

\* denotes absence

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

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**FA/386/20 Elect a Chairman**

Following nomination from Cllr Wilton and being seconded by Cllr Turner, Cllr S Torn was elected Chairman of the Committee.

**FA/387/20 Elect a Vice Chairman**

Following nomination from Cllr Wilton and being seconded by Cllr Torn, Cllr J Smithurst was elected Vice Chairman of the Committee.

**FA/388/20 Public Forum**

There were no members of the public present.

**FA/389/20 Apologies**

There were retrospective apologies for absence from Cllr J. Smithurst.

**FA/390/20 Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 13<sup>th</sup> February 2020 were agreed and will be signed by the Chairman as being a correct record at the earliest opportunity.

**FA/391/20 Declarations of Interest**

Cllr J Gough declared a personal interest in agenda item FA/399/20, request for rent/hire reduction, as the applicant had been known to her professionally in the past.

**FA/392/20 Chairman's Announcements**

A second Fixed Rate deposit to invest £85,000 agreed at the Finance Committee meeting held on 13<sup>th</sup> February 2020 was not progressed as all interest rates had significantly reduced as a result of the Covid 19 pandemic.

The first instalment of the 2020/21 precept (£167,597.00) was received at the end of April 2020.

The first instalment of the 2020/21 Environmental Cleansing Grant (£10,233.54) was received at the end of April 2020. The direct costs for the litter wardens for 2019/20 was £10,097. This figure covers salaries, black sacks and PPE.

Friends of North Heath Community Primary School completed their project to provide seating in a quiet area at the school which will enable students to enjoy a place for quiet and calm. They acknowledged their appreciation for the donation of £500 and sent evidence that the money had been spent on the project.

The Parish Council had granted £1,000 to Asperger's Voice on 24<sup>th</sup> October 2019 in respect of an understanding autism event scheduled for May 2020. Due to the Covid 19 pandemic, the event has been postponed until it can be held safely at Roffey Millennium Hall.

The review of the Parish Council's Business Plan has been postponed and will be progressed in due course.

**FA/393/20 Finance Review to 30<sup>th</sup> June 2020.**

See Appendix 1 attached.

**The Committee RESOLVED:-**

- 1. To note expenditure on Halls against income to 30<sup>th</sup> June 2020.**
- 2. To note the Financial Report to 30<sup>th</sup> June 2020 including reserve balances.**
- 3. To recommend to full Council that £18,000 earmarked for Welcome signs in North Horsham, £4,000 for a noticeboard upgrade and money set aside for repairs to Earles Meadow board walks (£7,260) in the 2020/21 budget setting process should be retained in the General Reserve to help offset loss of income during the Covid-19 pandemic.**
- 4. To make repairs to the board walks at Earles Meadow from the existing Repair and Renewals Ear Marked Reserve as appropriate.**
- 5. That no other measures could be identified to reduce the impact of the loss of income during the Covid-19 pandemic on the financial status of the Parish Council at the current time.**
- 6. To confirm that the bank reconciliation for the Lloyds Bank Account against the cash book as at 30<sup>th</sup> June 2020 was £251,635.17. A list of cash and investments were circulated to the Committee and confirmed.**

7. To note the VAT analysis at 30<sup>th</sup> June 2020. This demonstrates that £651.56 of VAT on expenditure paid can be reclaimed which falls well short of the de minimus value of £7,500 per annum allowed by HMRC.

**FA/394/20 Appoint an Internal Auditor**

The Committee RESOLVED to appoint Mulberry and Co. as Internal Auditors for 2020/21.

**FA/395/20 Financial Risk Assessment**

The Finance and Administration Committee reviewed the Financial Risk Assessment in light of the Coronavirus Covid-19 pandemic. There were no changes.

**FA/396/20 Photocopying service and cash handling**

The Committee RESOLVED:-

1. To no longer offer a photocopying service at the Parish Council Office.
2. To no longer handle cash transactions at the Parish Council Office.
3. To review the situation in 12 months time.

**FA/397/20 WSCC Pension 'Small Scheduled Body Employer Agreement'**

The Committee AGREED that the Clerk would sign the "Small Scheduled Employer Agreement" and return it to West Sussex County Council.

**FA/398/20 Insurance Policy**

The Committee RESOLVED:-

1. To note that the Parish Council's insurance policy was renewed on 1<sup>st</sup> June 2020 and that the Parish Council has a three year contract with Came and Co which ends on 31<sup>st</sup> May 2021.
2. To instruct the Valuation Office to undertake building valuations in 2022 as had been previously scheduled.
3. That the current format of the Asset Register was fit for purpose and should continue.

**FA/399/20 Request for rent/hire reduction.**

*One declaration of interest.*

The Committee considered a request for a reduction in the hourly rate for a hire at North Heath Hall and **AGREED to give a small discount to retain a valued service by the community.**

**FA/400/20 Policies**

**The Committee RESOLVED to put the Investments Policy and Corporate Branding Policy tabled at the meeting to full Council.**

**FA/401/20 Grant applications**

There remained £10,000 available for grants in 2020/21. All applications were e-mailed to Councillors.

The grant application from **Victim Support** for £500 will provide recruitment and core training. All required supporting documents had been submitted.

Previous awards made to Victim Support are as follows:-

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
June 2019	£500	Ongoing work

**Following discussion, the Finance Committee RESOLVED to award £500 to Victim Support to enable recruitment and core training.**

**It was noted that Age UK Horsham had put forward a grant application for £1,040 from for pop up events in North Horsham which will be presented at the October Finance and Administration Committee Meeting.**

**It was noted that Air Ambulance Kent Surrey and Sussex had approached the Parish Council for grant funding and have been sent an application form.**

**FA/402/20 Date of next meeting**

It was noted that the next meeting is scheduled for Thursday 8<sup>th</sup> October 2020.

There being no other business, the Chairman closed the meeting at 8.15 p.m.

Signed .....

Date.....

# APPENDIX 1

**NORTH HORSHAM PARISH COUNCIL**

**Finance and Administration Committee 16<sup>th</sup> July 2020. Agenda Item 8 - Finance Review to 30<sup>th</sup> June 2020.**

**Annual Expenditure on Halls against income to 31<sup>st</sup> March 2020**

	<b>EXPENDITURE</b>			<b>TOTAL INCOME</b>
	<b>Maintenance, running costs etc</b>	<b>Direct Staff costs (caretakers)</b>	<b>TOTAL DIRECT EXP</b>	
<b>NHH</b>	<b>22,921</b>	<b>28,325</b>	<b>51,246</b>	<b>63,943</b>
<b>HTB+MC</b>	<b>16,934</b>	<b>16,728</b>	<b>33,662</b>	<b>61,800</b>
<b>RMH</b>	<b>33,340</b>	<b>37,567</b>	<b>70,907</b>	<b>80,816</b>
<b>TOTAL</b>	<b>73,195</b>	<b>82,619</b>	<b>155,814</b>	<b>206,559</b>

**Finance Report to show quarterly income, expenditure and reserves to 30<sup>th</sup> June 2020**

To be presented at the Finance and Administration Committee on 16<sup>th</sup> July 2020.

Period covering 1<sup>st</sup> April 2020 to 30<sup>th</sup> June 2020

**Funding at 30<sup>th</sup> June 2020**

Precept (half year)	<b>167,597</b>
Environmental Grant (half year).	<b>5,117</b>
<b>Total</b>	<b>172,714</b>

**Income to 30<sup>th</sup> June 2020**

Cost Centre	Actual income	Annual Budget	Expected income at 30 <sup>th</sup> June 2020*
Admin	87	200	50
Allotments	585	875	600**
North Heath Hall	2,630	65,625	16,406
Holbrook Tythe Barn	(84)	37,800	9,450
Multi Court Lettings	117	23,140	5,785
Roffey Millennium Hall	165	85,200	21,300
<b>Total</b>	<b>3,500</b>	<b>212,840</b>	<b>53,591</b>

**Expenditure to 30<sup>th</sup> June 2020**

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 30 <sup>th</sup> June 2020*
Admin	14,719	51,670	19,817***
Grants	0	10,000	2,500
Burial	1,554	6,750	1,687
Personnel	72,709	311,250	77,812
Planning, Env, Trans	0	2,250	563
Allotments	531	1,575	394
Amenity, Recs and Open Spaces	5,703	52,085	13,021
North Heath Hall	2,184	27,854	6,963
Holbrook Tythe Barn	3,368	23,757	5,939
Roffey Millennium Hall	3,242	41,567	10,392
<b>Total</b>	<b>104,010</b>	<b>528,758</b>	<b>139,088</b>

<b>Net expenditure</b>	<b>(100,510)</b>	<b>(315,918)</b>	<b>(85,497)</b>
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\*Annual budget divided by 12 multiplied by 3.

\*\* Estimated income expected at 30<sup>th</sup> June 2020 less £275 annual rent for Harwood Allotments.

\*\*\* Includes actual amount for insurance paid in one lump sum in June 2020.



## **Income**

Over the first quarter of the year income is £50,091 lower than expected.

Government guidance in response to the Covid-19 pandemic resulted in the closure of the community halls on March 23<sup>rd</sup> 2020. North Heath Hall opened on 1<sup>st</sup> June 2020 and two nurseries are held there every week day. Government guidance indicates that community halls can re-open with appropriate social distancing and sanitation processes for activities other than nurseries, but fitness classes, dance classes and social gatherings are still prohibited. Contact has been made with hirers who may be eligible to use the halls, but all have confirmed that they do not wish to continue with their activities in the halls until September 2020 at the earliest.

The multi courts are available for bookings for small groups within government guidance

## **Expenditure**

Actual expenditure is around £35,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. It was thought that Holbrook Tythe Barn may fit the criteria for rate relief, as in the case of Roffey Millennium Hall and North Heath Hall, but payment has been claimed for July 2020.

The net result of the loss of income and lower expenditure is that the Parish Council has realised £15,000 less than expected over the first quarter of the year.

## **Reserves**

After the first quarter of the 2020/21 financial year there are £209,461 in Ear Marked Reserves and a General Reserve of £302,258.

As part of the budget process the Parish Council agreed to transfer £64,260 from the General Reserve to Ear Marked Reserves as follows:-

EMR Play equipment £25,000

EMR Boiler at Roffey Millennium Hall - £10,000

EMR Repair and Renewal Earles Meadow boardwalks -£7,260

EMR Welcome to North Horsham Parish Council signs - £18,000

EMR Noticeboard upgrade - £4,000

The transfers have not yet been actioned as it would be prudent to review them to ascertain if anything can be amended to ease the financial impact of closing the halls during March, April, May, June and July 2020 as a result of the Covid-19 pandemic.

## **Recommendations:-**

- 1. To consider the Financial Report to 30<sup>th</sup> June 2020 including reserve balances.**
- 2. To consider retaining £18,000 Earmarked for Welcome signs in North Horsham, £4,000 for a Noticeboard upgrade and money set aside for repairs to Earles Meadow board walks (£7,260) in the General Reserve to help offset loss of income during the Covid-19 pandemic.**

- 3. To make repairs to the Board Walks at Earles Meadow from the existing Repair and Renewals fund as appropriate.**
- 4. To consider any other measures that may be required to reduce the impact of the loss of income during Covid – 19 on the financial status of the Parish Council.**
- 5. To put any recommendations to the Parish Council at their next meeting.**

Pauline Whitehead 06.07.2020

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101 Administration</u>						
1008 Miscellaneous Income	55	55	0	(55)		
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	13	32	200	168		
Administration :- Income	<u>68</u>	<u>167,684</u>	<u>335,394</u>	<u>167,710</u>		
4007 Councillors Training	0	0	1,000	1,000		1,000
4008 Councillors Expenses	0	1,689	6,750	5,061		5,061
4021 Telephone/Fax/Internet	590	1,122	3,500	2,378		2,378
4022 Postage	0	9	1,400	1,391		1,391
4023 Stationery and Printing	38	333	1,600	1,267		1,267
4024 Subscriptions	0	3,090	3,600	510		510
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	259	694	2,400	1,706		1,706
4029 Website Maintenance	(100)	0	0	0		0
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	121	800	679		679
4038 Office Equipment Maint.	0	132	1,000	868		868
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	0	0	12,250	12,250		12,250
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	0	0	3,000	3,000		3,000
4059 Internal Audit Fees	0	(230)	500	730		730
4100 Chairman's Allowance	0	0	400	400		400
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	0	1,000	1,000		1,000
Administration :- Indirect Expenditure	<u>848</u>	<u>14,719</u>	<u>51,670</u>	<u>36,951</u>	<u>0</u>	<u>36,951</u>
<b>Net Income over Expenditure</b>	<u>(780)</u>	<u>152,965</u>	<u>283,724</u>	<u>130,759</u>		
<u>103 Grants</u>						
4155 Other Grants and Donations	0	0	10,000	10,000		10,000
Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>		
<u>104 Burial</u>						
4101 Burial Charges	0	1,554	6,750	5,196		5,196
Burial :- Indirect Expenditure	<u>0</u>	<u>1,554</u>	<u>6,750</u>	<u>5,196</u>	<u>0</u>	<u>5,196</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,554)</u>	<u>(6,750)</u>	<u>(5,196)</u>		

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>106 Personnel</b>						
4001 Salaries/NI/Pensions	24,026	72,125	305,800	233,675		233,675
4002 Childcare Vouchers	254	508	0	(508)		(508)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	39	77	2,500	2,424		2,424
4010 Staff Training	0	0	1,500	1,500		1,500
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	0	400	400		400
Personnel :- Indirect Expenditure	<b>24,319</b>	<b>72,709</b>	<b>311,250</b>	<b>238,541</b>	<b>0</b>	<b>238,541</b>
<b>Net Expenditure</b>	<b>(24,319)</b>	<b>(72,709)</b>	<b>(311,250)</b>	<b>(238,541)</b>		
<b>201 Planning, Env &amp; Transport</b>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,250)</b>	<b>(2,250)</b>		
<b>301 Allotments</b>						
1050 Allotment Rents	0	585	875	290		
Allotments :- Income	<b>0</b>	<b>585</b>	<b>875</b>	<b>290</b>		
4012 Water Rates	0	13	150	137		137
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	518	518	750	232		232
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	<b>518</b>	<b>531</b>	<b>1,575</b>	<b>1,044</b>	<b>0</b>	<b>1,044</b>
<b>Net Income over Expenditure</b>	<b>(518)</b>	<b>54</b>	<b>(700)</b>	<b>(754)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	<b>0</b>	<b>5,117</b>	<b>9,984</b>	<b>4,867</b>		
4019 Window Cleaning	0	0	925	925		925
4200 Grass cutting	2,190	4,678	20,500	15,823		15,823
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	0	44	8,000	7,956		7,956
4252 Open Spaces	0	240	10,500	10,260		10,260
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	168	505	2,060	1,555		1,555
4255 Street Lighting - Maint/Supply	158	236	3,500	3,264		3,264

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	0	2,600	2,600		2,600
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	0	1,000	1,000		1,000
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>2,516</b>	<b>5,703</b>	<b>52,085</b>	<b>46,382</b>	<b>0</b>	<b>46,382</b>
<b>Net Income over Expenditure</b>	<b>(2,516)</b>	<b>(586)</b>	<b>(42,101)</b>	<b>(41,515)</b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	2,715	2,630	65,625	62,995		
North Heath Hall :- Income	<b>2,715</b>	<b>2,630</b>	<b>65,625</b>	<b>62,995</b>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	152	152	900	748		748
4014 Electricity	209	643	2,640	1,997		1,997
4015 Gas	0	660	2,562	1,902		1,902
4016 Cleaning Materials	100	135	1,332	1,197		1,197
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	738	738		738
4034 Maintenance - Electrical	0	45	2,000	1,955		1,955
4035 Maintenance - Elect Eqp Insp	40	120	500	380		380
4036 Maintenance - General	55	55	2,000	1,945		1,945
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	650	650		650
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	0	371	371		371
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	45	180	135		135
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	<b>571</b>	<b>2,184</b>	<b>27,854</b>	<b>25,670</b>	<b>0</b>	<b>25,670</b>
<b>Net Income over Expenditure</b>	<b>2,144</b>	<b>446</b>	<b>37,771</b>	<b>37,325</b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	72	(84)	37,800	37,884		
1010 Multi Court Lettings	148	117	23,140	23,023		
Holbrook Recreation Centre :- Income	<b>219</b>	<b>32</b>	<b>60,940</b>	<b>60,908</b>		
4011 NNDR	0	0	3,660	3,660		3,660

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	0	359	1,500	1,141		1,141
4014 Electricity	243	419	3,250	2,831		2,831
4015 Gas	0	107	1,500	1,393		1,393
4016 Cleaning Materials	52	87	1,575	1,488		1,488
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	450	450		450
4034 Maintenance - Electrical	404	508	2,000	1,492		1,492
4035 Maintenance - Elect Eqp Insp	40	1,495	1,900	405		405
4036 Maintenance - General	0	18	2,000	1,982		1,982
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	500	500		500
4061 Legionella Testing	0	0	351	351		351
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	45	180	135		135
4500 Internal Redecorations	0	0	1,500	1,500		1,500
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>754</b>	<b>3,368</b>	<b>23,757</b>	<b>20,389</b>	<b>0</b>	<b>20,389</b>
<b>Net Income over Expenditure</b>	<b>(535)</b>	<b>(3,336)</b>	<b>37,183</b>	<b>40,519</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	101	165	83,700	83,535		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
<b>Roffey Millennium Hall :- Income</b>	<b>101</b>	<b>165</b>	<b>85,200</b>	<b>85,035</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	267	1,235	968		968
4014 Electricity	462	1,142	5,125	3,983		3,983
4015 Gas	474	1,579	6,075	4,496		4,496
4016 Cleaning Materials	100	135	1,425	1,290		1,290
4017 Refuse Bin Clearance	191	442	1,664	1,222		1,222
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	990	990		990
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	84	84	2,000	1,917		1,917
4035 Maintenance - Elect Eqp Insp	40	120	2,650	2,530		2,530
4036 Maintenance - General	25	25	3,250	3,225		3,225

## Detailed Income &amp; Expenditure by Budget Heading 02/07/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4040 Maintenance - Elevator	(1,395)	(831)	750	1,581		1,581
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	1,000	1,000		1,000
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	0	380	380		380
4062 Air Conditionaing Maintenance	0	0	300	300		300
4063 Maintenance - Plumbing	0	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	45	180	135		135
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	(5)	3,242	41,567	38,325	0	38,325
<b>Net Income over Expenditure</b>	<b>106</b>	<b>(3,077)</b>	<b>43,633</b>	<b>46,710</b>		
<u>901 Earmarked Reserves</u>						
4910 CLT Working Party	0	75	0	(75)		(75)
Earmarked Reserves :- Indirect Expenditure	0	75	0	(75)	0	(75)
<b>Net Expenditure</b>	<b>0</b>	<b>(75)</b>	<b>0</b>	<b>75</b>		
<b>Grand Totals:- Income</b>	<b>3,103</b>	<b>176,212</b>	<b>558,018</b>	<b>381,806</b>		
<b>Expenditure</b>	<b>29,522</b>	<b>104,085</b>	<b>528,758</b>	<b>424,673</b>	<b>0</b>	<b>424,673</b>
<b>Net Income over Expenditure</b>	<b>(26,419)</b>	<b>72,128</b>	<b>29,260</b>	<b>(42,868)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(26,419)</b>	<b>72,128</b>				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

30th June 2020

31st March 2020		31st March 2021
	<b>Income Summary</b>	
327,769	Precept	167,597
710	Interest Received	32
<u>328,479</u>	Sub Total	<u>167,629</u>
	<b>Operating Income</b>	
10,305	Administration	55
816	Allotments	585
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	2,630
61,800	Holbrook Recreation Centre	32
80,816	Roffey Millennium Hall	165
<u>556,142</u>	Total Income	<u>176,212</u>
	<b>Running Costs</b>	
46,290	Administration	14,719
4,160	Grants	0
6,730	Burial	1,554
299,981	Personnel	72,709
278	Planning, Env & Transport	0
1,123	Allotments	531
41,713	Amenity, Recs & Open Sp	5,703
22,921	North Heath Hall	2,184
16,934	Holbrook Recreation Centre	3,368
33,340	Roffey Millennium Hall	3,242
35,241	Earmarked Reserves	75
<u>508,711</u>	Total Expenditure	<u>104,085</u>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	176,212
<u>742,293</u>		<u>406,269</u>
508,711	Less : Expenditure for Year	104,085
<u>233,582</u>		<u>302,185</u>
3,525	Transfers TO / FROM Reserves	(75)
<u>230,057</u>	Closing Balance	<u>302,260</u>



## Balance Sheet as at 30th June 2020

31st March 2020

31st March 2021

<b>Current Assets</b>			
13,413	Debtors	3,295	
1,218	Vat Refunds	2,436	
201,785	Lloyds Bank Accounts	251,635	
85,000	Co-op Community Directplus A/c	85,000	
85,083	Nationwide	85,083	
85,000	LLoyds Bank - Fixed Deposit	85,000	
150	Petty Cash	150	
<u>471,649</u>			<u>512,599</u>
	<b>471,649 Total Assets</b>		<b>512,599</b>
<b>Current Liabilities</b>			
29,797	Creditors	880	
2,260	Accruals	0	
<u>32,057</u>			<u>880</u>
	<b>439,592 Total Assets Less Current Liabilities</b>		<b>511,720</b>
<b>Represented By</b>			
230,057	General Reserve		302,260
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		117,568
19,950	Earmarked Reserves - Election		19,950
4,250	EMR - Tree management work		4,250
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
10,434	EMR - CIL 19/20		10,434
722	EMR NHCLT		647
<u>439,592</u>			<u>511,720</u>

**NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 30th June 2020**

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. It will be recommended that they are reviewed in light of the Covid-19 outbreak and loss of income from hall hire.

		BALANCE	EXPENDITURE	INCOME			EXPENDITURE	INCOME			EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.18	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
			31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	30.06.2020	30.06.2020	30.06.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056		104010	176212	302258	
	<b>EARMARKED RESERVES</b>													
320/0	REVENUE - VAT Contingency	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568				117568	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250				4250	
327/0	ROFFEY YOUTH CLUB	5621			5621				5621				5621	1
328/0	PLANNING	8035			8035				8035				8035	
331/0	RMH BOILER	10000			10000				10000				10000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	CLT Working Party	0				944	222		722		75		647	
336/0	CIL - 19/20	0				11053	619		10434				10434	4
		322960	471993	541195	392162	0	508713	556142	439591	0	104085	176212	511718	

1 Roffey Youth Club - money left from when the Youth Club Committee folded.

2 Capital Receipt - money from the sale of land.

3 R & R - for ongoing repairs agreed by the Property Committee

4 CIL - 19/20 - CIL money received In 2019/2020

AGREED with FD (rounding of £2)



## NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2020/21

Forecast for 2019/20		
Revenue expenditure	510,464	<b>510,464</b>
Income		
Precept	327,769	
Community Infrastructure Levy	11,053	
Environmental Grant	9,984	
Income from hall hires	204,201	<b>553,007</b>
	<b>Excess</b>	<b>42,543</b>

Budget for 2020/21		
Revenue expenditure	528,758	<b>528,758</b>
Income		
Community Infrastructure Levy	0	
Environmental Grant	9,984	
Income from hall hires	212,840	<b>222,824</b>
	<b>Deficit</b>	<b>305,934</b>

General Reserve Considerations for 2020/21	
General Reserve at 31.3.19	186,151
Transfer to R&R EMR for Boardwalk, Streetlights and HTB	26,770
Community Land Trust	1,000
Predicted excess at 31.3.20	42,543
<b>Predicted General Reserve at 31.3.20</b>	<b>200,924</b>

<b>Precept requirement for 2020/21</b>	<b>305,934</b>
<del>EMR play equipment</del>	25,000
<del>EMR Boiler</del>	10,000
<del>EMR R&amp;R EM Boardwalks</del>	7,260
<del>EMR Signs</del>	18,000
<del>Noticeboard upgrade</del>	4,000
Less excess from General Reserve	35,000
<b>Final precept requirement for 2020/21</b>	<b>335,194</b>

The Council agreed to transfer the items in green from the General Reserve to Ear Marked Reserves in the 2020/21 budget.

Tax base for 20/21 = 8733.3

Levy at Band D £38.38

Agreed by full Council 9th January 2020

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## North Horsham Parish Council

### Bank - Cash and Investment Reconciliation as at 1 July 2020

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	30/06/2020	Lloyds Treasurers A/c -Current	5,000.00
1	30/06/2020	Lloyds Business Instant Access	270,661.65
2	31/03/2020	Petty Cash	150.00
			<b>275,811.65</b>
<u>Other Cash &amp; Bank Balances</u>			
		Bank of Ireland	0.00
		Co-op Community Directplus A/c	85,000.26
		Lloyds Bank - Fixed Deposit	85,000.00
		Nationwide	85,082.60
			<b>255,082.86</b>
			<b>530,894.51</b>
<u>Unpresented Payments</u>			
1	30/06/2020	530062020	24,026.48
			<b>24,026.48</b>
			<b>506,868.03</b>
<u>Receipts not on Bank Statement</u>			
1	14/11/2019	Contra 2	0.00
			<b>0.00</b>
<b>Closing Balance</b>			
			<b>506,868.03</b>
<u>All Cash &amp; Bank Accounts</u>			
1		Lloyds Bank Accounts	251,589.08
2		Petty Cash	150.00
		Other Cash & Bank Balances	255,082.86
		<b>Total Cash &amp; Bank Balances</b>	<b>506,821.94</b>

