



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 14th OCTOBER 2021 COMMENCING AT 7.30pm

Present: 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, Sarah Norman and Deputy Clerk, Vivien Edwards

In the absence of the Chairman, it was agreed that the Vice Chairman, Cllr J. Smithurst, should take the Chair.

FA/457/21 Public Forum

There were no members of the public present.

FA/458/21 Apologies

The Committee received apologies for absence from Cllr P. Burgess, Cllr M. Cockerill and Cllr S. Torn.

FA/459/21 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 15th July 2021 were agreed and were signed by the Vice Chairman as being a correct record.

FA/460/21 Declarations of Interest

Cllrs. Gough and Smithurst declared an Other Registrable Interest in Agenda item 11, specifically the Grant application from the North Horsham Community Land Trust and stated that they would take no part in the meeting regarding this matter.

FA/461/21 Chairman's Announcements

The organisation Asperger's Voice was awarded a grant of £1,000 back in 2019 to hold an event the following year. Unfortunately, due to the pandemic the event had been postponed in both 2020 and 2021. The organisers had advised that an event will be going ahead in 2022. It was

noted however, that should this not occur consideration would need to be given to claiming the funds back.

FA/462/21 **Review of Finances to 30th September 2021**

With regard to the use of the Millennium Hall for the vaccination centre, the Committee was informed that the vast majority of the usual hirers had been relocated to other Parish Council facilities and very little income had been lost. It was noted that the vaccination centre could be in use until the end of January but there was no information at the current time as to the NHS plans past that point. It was also noted that in accordance with the advice from the HSE and Government guidance, there were no immediate plans to relax any of the measures currently in place for the hiring of the halls and that no bookings were being taken for private parties.

Finance Report to show income, expenditure and reserves to 30th September 2021. Period covering 1st April 2021 to 30th September 2021

Funding at 30th September 2021

Precept (full year)	338,600
Environmental Grant (full year).	5,178
Community Infrastructure Levy (CIL) Payment	7,160
Total	350,938

Income to 30th September 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th September 2021*
Admin	19	100	50
Allotments**	933	875	875
North Heath Hall	22,056	50,000	25,000
Holbrook Tythe Barn	9,491	30,000	15,000
Multi Court Lettings	7,435	20,000	10,000
Roffey Millennium Hall	13,324	60,000	30,000
Total	53,258	160,975	80,925

Expenditure to 30th September 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th September 2021*
Admin***	28,331	50,120	29,810
Grants	2,680	10,000	5,000
Burial	3,730	6,750	3,375
Personnel	122,015	315,450	157,725
Planning, Env, Trans	0	2,250	1,125
Allotments	516	1,575	788

Amenity, Recs and Open Spaces	18,474	52,995	26,498
North Heath Hall	6,360	28,421	14,211
Holbrook Tythe Barn	6,540	22,196	11,098
Roffey Millennium Hall	8,435	37,888	18,944
Total	197,099	527,645	268,574

Net expenditure	(143,841)	(366,670)	(187,649)
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***Total cost centre budget for 2021/22 divided by 6/12ths.**

****Allotment invoices are sent out annually. The full income is expected by the end of April.**

*****includes insurance estimate of £9,500 paid in one instalment.**

The Committee received supporting papers.

Income

Whilst government restrictions have eased in the second quarter of the year, with HSE advice to still exercise caution over hall hires in order stop the spread of Coronavirus, only specific activities continue to be able to take place. This has resulted in around £25,000 less income than expected. However, the NHS vaccinations booking until into the New Year should assist with the income stream.

Expenditure

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary health and safety work is being carried out and ongoing necessary inspections and servicing is continuing.

Reserves

On 30th September 2021 the General Reserve stood at £411,838 and there were Ear Marked Reserves of £232,811. £5,000 has been transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler fund increasing it to £25,000. This is a contingency should the boiler need replacing.

Summary

There is approximately £27,000 less income than budgeted for in the first half of 2021/22, but this is offset by £71,000 less expenditure. The overall position is that net expenditure is about £44,000 less than anticipated at this time of the financial year. There is adequate reserves to cover 6 months running costs.

2. Bank Reconciliation

The cashbook, bank reconciliation and bank statements for the current account with a copy of the cash and investment reconciliation as at 30th September 2021 had been emailed to the Committee separately.

The Bank Reconciliation was signed by the Vice Chairman to confirm its agreement with the bank statements.

3. VAT Analysis

The Committee had received a copy of the VAT analysis to 30th September 2021.

It was RESOLVED:

- 1. To note the Financial Report to 30th September 2021**
- 2. To confirm and minute to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) at £479,178.22 and all additional Council Parish bank accounts as at 30th September 2021 making total cash and bank balances £629,620.82.**
- 3. To note the VAT analysis to 30th September 2021 demonstrating that £724.32 could be reclaimed.**

FA/463/21

External Audit

The Committee noted that the External Audit had been returned with a comment relating to the announcement for the Period of Public Rights which was the same date as the approval of the Annual Governance and Accountability Return (6th May 2021). Regulations 12-15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents to satisfy the Public Rights requirements and therefore the announcement of the Public Rights period should have been 7th May 2021 at the earliest. The publication of the Notice of Conclusion of Audit on the Noticeboards and Website was also noted.

FA/464/21

Internal Audit Letter of Engagement

The Committee considered the scope of Audit dated 17th August 2021 circulated with the agenda.

It was RESOLVED :-

- 1. To agree the scope of Internal Audit from Mulberry and Co. as circulated.**
- 2. To note that the Internal Audit would be undertaken in the Parish Council offices on 16th December 2021.**

FA/465/21

Finance and Administration Forecast for 2021/22 and Budget for 2022/23

The Committee considered a draft forecast and budget for Finance and Administration Committee (Code 101) and commented that the Forecast for the current year was largely in line with the 6-month expectation.

Following consideration, the Committee noted the draft forecast for 2021/22 and the budget for 2022/23 for the Finance and Administration Committee and acknowledged that there could be changes when the final precept calculation was completed.

FA/466/21

Policies

Members considered the Grants Policy and Pensions Policy and having noted that there were no proposed amendments, RESOLVED to recommend them to Council.

FA/467/21

Grant applications

Members noted that there remained £7,320 available for Grants in 2021/22. Both applications received had been emailed to Councillors.

As Cllrs. Gough and Smithurst had previously declared an Other Registrable Interest in the Grant application from the NHCLT, and could not therefore take part in the meeting, the required quorum of 3 could not be met. Therefore, the application could not be considered and would be referred to the Council meeting on 4th November for decision.

The Committee noted that the Grant application from CHAMS for £1,100 would be used towards the core costs of their support services.

Previous Grants awarded to CHAMS were as follows:-

February 2011	£1,500	Ongoing Work
July 2009	£1,000	Ongoing Work
March 2008	£1,000	Ongoing Work
October 2015	£1,500	Ongoing Work
October 2016	£1,500	Service Provision
October 2017	£700	Service Provision
October 2018	£700	Service Provision
October 2019	£700	Service Provision
October 2020	£1,070	Service Provision

Following discussion, the Finance Committee RESOLVED to award £1,100 to CHAMS towards the core costs of their support services.

FA/468/21

Date of next meeting

It was noted that the next meeting was scheduled for Thursday 9th December 2021.

There being no other business, the Chairman closed the meeting at 7.46pm.

Signed

Date