



## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 23<sup>rd</sup> JUNE 2022 COMMENCING AT 7.30pm

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

\* denotes absence

**In attendance:** Sarah Norman - Clerk

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**FA/01/22 Elect a Chairman**

Following nomination by Cllr. Burgess and seconding by Cllr. Turner, Cllr. Torn was elected as the Chairman of the Committee for the 2022/23 municipal year.

**FA/02/22 Elect a Vice- Chairman**

Following nomination by Cllr. Mrs. Wilton and seconding by Cllr. Mrs. Gough, Cllr. Smithurst was elected as the Vice-Chairman of the Committee for the 2022/23 municipal year.

**FA/03/22 Public Forum**

There were no members of the public present.

**FA/04/22 Apologies**

The Committee received apologies for absence from Cllrs. Shine and Smithurst.

**FA/05/22 Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 10<sup>th</sup> March 2022 were agreed and were signed by the Chairman as being a correct record.

**FA/06/22 Declarations of Interest**

There were no declarations of Interests.

**FA/07/22 Chairman's Announcements**

Members noted the following announcements :

Following approval at the Annual Meeting of the Council on 5<sup>th</sup> May, the AGAR and all supporting documentation was submitted to the External Auditors on 19<sup>th</sup> May. Furthermore, the Notice of Public Rights (including the summary) was published on the website and posted on all nine parish noticeboards on Wednesday 1<sup>st</sup> June 2022.

HDC have confirmed that the Parish Environment Cleansing Grant for 2022/23 will be £10,677.39, a 3.1% increase on the previous year's figure of £10,356.34. This will be received in two tranches: the first in May and the second in September.

A further CIL payment has been received of £11,804.81. It is intended to hold a CIL Working Party later in the year to update Members on the progress of previously agreed expenditure and to consider further projects.

i. Finance Report to show income, expenditure and reserves to 31<sup>st</sup> May 2022

Period covering 1<sup>st</sup> April 2021 to 31<sup>st</sup> May 2022

**Funding at 31<sup>st</sup> May 2022**

Precept (full year)	174,506
Environmental Grant (full year).	5,339
Community Infrastructure Levy (CIL) Payment	11,805
<b>Total</b>	<b>191,650</b>

**Income to 31<sup>st</sup> May 2022**

Cost Centre	Actual income	Annual Budget	Estimated income to 31 <sup>st</sup> May 2022*
Admin	61	100	17
Allotments**	920	900	920
North Heath Hall	10,952	50,000	8,333
Holbrook Tythe Barn	6,053	25,000	4,167
Multi Court Lettings	3,360	20,000	3,333
Roffey Millennium Hall	7,750	57,000	9,500
<b>Total</b>	<b>29,096</b>	<b>153,000</b>	<b>26,270</b>

**Expenditure to 31<sup>st</sup> May 2022**

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> May 2022*
Admin***	19,444	52,670	22,703
Grants	0	10,000	1,667
Burial ****	1,865	7,460	1,243
Personnel	55,500	326,000	54,333
Planning, Env, Trans	0	1,500	250
Allotments	45	1,580	263
Amenity, Recs & Open Spaces	7,960	52,270	8,712
North Heath Hall	3,396	27,207	4,535
Holbrook Tythe Barn	3,315	21,830	3,638
Roffey Millennium Hall	5,523	37,074	6,179
<b>Total</b>	<b>97,048</b>	<b>537,591</b>	<b>103,524</b>

<b>Net expenditure</b>	<b>-67,952</b>	<b>-384,591</b>	<b>-77,254</b>
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- \* Total cost centre budget for 2022/23 divided by 2/12th.
- \*\* Includes Annual Insurance Premium of £13,925 paid May 2022
- \*\*\* Paid quarterly in Months 2,5,8 & 11
- \*\*\*\* Allotment invoices are sent out annually. The full income is expected by the end of April.

## **Income**

At the end of Month 2 of the 2022/23-year, overall income is very slightly higher than the anticipated by just over 10% or £2,826. Whilst the income for Roffey Millennium Hall continues to be lower than would be expected, the gap has narrowed from 50% below at the end of April to a gap of 18% at the end of May. Furthermore, this deficit is offset by better than budgeted income from the two other halls and the MUGA of 22%.

## **Expenditure**

Expenditure is 6% (£6,476) lower than the anticipated levels at the end of the month - the same rate as at the end of month 1.

## **Reserves**

As previously agreed, from the General Reserves of £250,373 at 31<sup>st</sup> March 2022, £5,000 has been Earmarked for the RMH Boiler, £5,000 for Tree works and £25,000 for the playground refurbishments. Therefore, as at 31<sup>st</sup> May 2022 remaining funds, including the 1<sup>st</sup> half year precept payment received and General Reserves, stood at £327,267.

In addition, there are additional Earmarked Reserves of £272,771.

## **Summary**

As mentioned above, there is £2,826 more income than budgeted for at the end of month 2 and expenditure is slightly under than expected by £6,476.

There are adequate reserves to cover 6 months running costs.

The Finance Report including reserve balances, as detailed above and circulated prior to the Meeting, was **NOTED**. It was commented that the annotated points to this Reserves summary referred to the CIL being associated with the North Horsham Community Land Trust which was incorrect and would need to be corrected.

## **ii. Bank Reconciliations**

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts as at 28<sup>th</sup> February, 31<sup>st</sup> March, 30<sup>th</sup> April and 31<sup>st</sup> May 2022 and the Nationwide and Co-operative Bank Accounts as at 31<sup>st</sup> March 2022 had been emailed to the Committee separately.

The Bank Reconciliations for the Lloyds Bank Accounts at 28<sup>th</sup> February, 31<sup>st</sup> March, 30<sup>th</sup> April and 31<sup>st</sup> May 2022 were **NOTED** and would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

Members also received and **NOTED** the ledger reports for the other deposits held with Co-operative and Nationwide and confirmed their agreement to the corresponding statements as at 31<sup>st</sup> March 2022.

## **iii. VAT Analysis**

Members **NOTED** the VAT Analysis for the year ending 31<sup>st</sup> March 2022, as circulated with the Agenda, detailing the VAT across the different activities of the Council and that the De Minimus limit had not been exceeded.

## **iv. Analysis of direct costs for Halls and Multi Courts**

Members **NOTED** the total direct expenditure for running the halls and multi- courts for 2021/22 was £158,760 against income of £153,017.

It was **NOTED** that the comparison only took into account direct costs and did not allow for the costs associated with the administration of bookings etc and it was discussed how difficult it can be to calculate these. It was **AGREED** that this matter be revisited early in 2023 to enable any change in the figures presented to this Committee in June 2023.

**FA/09/22 Litter Warden direct costs 2021/22**

As was noted in the Clerk's report, Horsham District Council provides an annual Environmental Cleaning Grant to cover the cost of litter picking in North Horsham, with the grant paid in two instalments. The total Grant received for 2021/22 was £10,356.34.

It was subsequently **NOTED** that the expenditure on Litter Wardens for 2021/22 was £7,487.62 and that this was covered by an Environmental Grant from Horsham District Council.

**FA/10/22 Appoint an Internal Auditor**

Members **AGREED** to the reappointment of Mulberry & Co for the year ending 31<sup>st</sup> March 2023 subject to no alterations in the terms offered.

**FA/11/22 Local Government Pension Scheme (LGPS)**

Members **NOTED** that, as in previous years, no IAS19/FRS102 had been requested.

**FA/12/22 Asset Register**

As had been reported at the Council Meeting on 5<sup>th</sup> May 2022 (Min. FC/15/22 refers) a comment had been made during the final audit visit about the Asset Register. The Auditor acknowledged the comprehensive nature of the Register but suggested that a threshold be introduced and only items above the agreed level would be recorded.

As was noted in the Clerk's Report, Members were also reminded that the issue had been considered previously by this Committee at the meeting held on 16<sup>th</sup> July 2020 (Min. FA/398/20) and it had been agreed at that time that the current format was fit for purpose and should continue.

After discussion, it was **AGREED** that a threshold cost of £200 (excluding VAT) be used and only items above this would be included on the register. It was also **NOTED** that the existing entries on the Asset Register would not be revised to remove items that were originally below this threshold but would remain until they were disposed of.

**FA/13/22 Non-Domestic Rates 2020/21 and 2021/22**

Members **NOTED** that, following their demand for backdated NNDR's for 2020/21 and 2021/22, a letter was sent to the Chief Executive of HDC to express the concerns of, and impact on, North Horsham Parish Council arising from the error by HDC. On 29<sup>th</sup> April, a letter was received from HDC (circulated to all by email) which upheld the complaint and following a subsequent conversation with the Chief Executive of HDC, the Parish Council has now been reimbursed to the sum of £23,072.00.

It was **AGREED** that this would be returned to General Reserves, from where it had originally been taken, and consideration be given to enhancing the Repairs and Renewals Earmarked Reserves when the 2023/24 Budget is considered later in the year.

#### **FA/14/22 Financial Regulations**

As detailed in the Clerk's Report, and as would be discussed at the next Council Meeting, Members **NOTED** that the model NALC Standing Orders have been amended to reflect changes in relation to the Procurement process, including the use of Contract Finder if appropriate. However, no revised model Financial Regulations had been published and it was therefore necessary for the Parish Council to make their own amendments to ensure that the two documents could run in parallel.

Following discussion, Members **AGREED** to **RECOMMEND** to Council the revised Financial Regulation with no further amendments.

#### **FA/15/22 Property Reinstatement Cost Assessments**

Members had received by email the anonymised quotations from Company A and Company B to carry out site visits to Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall, to undertake a Reinstatement Cost Assessment for each building and provide a written report.

It was **NOTED** that the Valuations Office Agency (VOA) had been approached but had declined to quote. Furthermore, attempts had been made to obtain at last three quotations, but this had not been possible.

Following discussion, it was **AGREED** to appoint Company A at a cost of £1,785 plus VAT to carry out the Reinstatement Cost Assessments at all three buildings.

#### **FA/16/22 Policies**

Members **AGREED** to **RECOMMEND** to Council the adoption of the following Policy, with no further amendments to the draft circulated with the Agenda:

- Corporate Branding Policy

With regard to the circulated Investment Policy, Members **AGREED** that this document needed a further review and possible rewording, with the Chairman highlighting inconsistencies in paragraphs 3.7 and 3.8 around Non-Specified Investments.

It was therefore **AGREED** that the Clerk undertake further research on recommended practices for Parish Council's and, in liaison with the Chairman, present a revised document to the Committee for consideration in due course.

#### **FA/17/22 Grant applications**

The Committee **NOTED** that a sum of £10,000 remained available in the Grant Budget and copies of the applications had been circulated by email.

Following discussion, Members **AGREED** to the following :-

- i. Air Ambulance Charity Kent, Surrey & Sussex - Grant Awarded £300
- ii. Victim Support - Grant Awarded £500

#### **FA/18/22 Date of next meeting**

The next meeting was scheduled to take place on 25<sup>th</sup> August 2022 (subject to sufficient business).

There being no other business, the Chairman closed the meeting at 7.54pm.

Signed .....

Date .....