



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 16th FEBRUARY 2023 COMMENCING AT 7.30pm

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

* denotes absence

In attendance: Sarah Norman - Clerk

FA/46/23 Public Forum

There was one member of the public present for part of the meeting.

FA/47/23 Apologies

Apologies were received and **NOTED** from Cllr. Burgess.

FA/48/23 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 8th December 2022 were **AGREED** and were signed by the Chairman as being a correct record.

FA/49/23 Declarations of Interest

Cllrs. Gough and Wilton declared Personal Interests in Agenda item 15 - Grant Applications, due to their volunteering with the Friendship Group.

FA/50/23 Chairman's Announcements

Members **NOTED** the following update received from Victim Support on the use of the Grant of £500 awarded by the Parish Council back in June 2022 :

During the last 6 months there have been 8 new recruits who have been trained in Sussex to support victims and witnesses of crime.

Members were advised that regarding the review of the Business Plan in 2024, as noted at the Committee Meeting held 10th March 2022, a visioning exercise will be incorporated into the Annual Parish Meeting in April. In addition, it was reported that Trevor Leggo of WSALC had agreed to hold a session for Councillors on 6th June 2023, to assist with the drafting of the revised Business Plan for the next Administration.

FA/51/23 Members **RESOLVED** to vary the order of business and take Agenda item 15 next (S.O. 10(a)(vi) refers).

FA/52/23 Grant Applications

The Committee **NOTED** that a sum of £5,500 remained available in the Grant Budget and a copy of the applications and supporting documentation had been circulated by email.

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

- i. Earles Meadow Conservation Group - Grant Awarded £880

- ii. Friendship Club - Grant Awarded £400 and the Club advised that should it be necessary to incur additional expenditure for transport to an event, the Committee would be open to receiving a further application for these costs specifically.

FA/53/23 Review of Finances to 31st January 2023

i. Financial Report to show income, expenditure and reserves to 31st January 2023

Members **NOTED** the Financial Report as follows :-

Funding at 31st January 2023

Precept (full year)	349,011
Environmental Grant (full year).	10,677
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
Total	394,565

Income to 31st January 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st Jan 2023*
Admin	665	100	83
Allotments**	983	900	900
North Heath Hall	52,995	50,000	41,667
Holbrook Tythe Barn	29,987	25,000	20,833
Multi Court Lettings	17,179	20,000	16,667
Roffey Millennium Hall	42,437	57,000	47,500
Total	144,246	153,000	127,650

Expenditure to 31st January 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Jan 2023*
Admin***	41,492	52,670	45,725
Grants	4,500	10,000	8,333
Burial ****	5,596	7,460	6,217
Personnel	268,843	326,000	271,667
Planning, Env, Trans	0	1,500	1,250
Allotments	675	1,580	1,317
Amenity Rec & Open Spaces	34,346	52,270	43,558
North Heath Hall	20,010	27,207	22,673
Holbrook Tythe Barn	15,966	21,830	18,192
Roffey Millennium Hall	28,529	37,074	30,895
Total	419,957	537,591	449,827

* Total cost centre budget for 2022/23 divided by 10/12th.

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

*** Includes, in Actual Expenditure, Annual Insurance Premium of £13,925 paid May 2022 and includes, in Estimated Expenditure, Full Year Budget for Insurance of £11,000

**** Paid quarterly in Months 2,5,8 & 11

Supporting Finance documents including the Income and Expenditure and reserves reports as at 31st January 2023, had also been circulated and following a brief discussion the documents were **NOTED**.

Income

At the end of Month 10 of the 2022/23 year, actual revenue income was exceeding the amount anticipated at this time of year by 13% (£16,596). Whilst income from all the halls combined was greater than the anticipated, the income from Roffey Millennium Hall continued to be lower than would be expected. At the end of Month 10, the income was £5,063 or 10% lower than budgeted, but this was a narrowing of the gap from the 12% deficit at the end of month 9.

Expenditure

Expenditure was 6.6% (£29,870) lower than the anticipated levels at the end of the month, a very slight increase of the gap from the 6% at the end of Month 9.

Reserves

As at 31st January 2022 remaining funds, including the full year precept payment received and General Reserves, stood at £322,422.

In addition, there were additional Earmarked Reserves of £243,480, a reduction of £7,275 from the end of month 9, due to funding from the Repair and Renewals EMR of £2,920 comprising £94 for the new phone system, £1,631 for the repair for an underfloor heating leak at North Heath Hall, £300 for a repair to the roof of the workshop at Holbrook Tythe Barn and £895 for a repair to the partition wall at Roffey Millennium Hall together with funding from the 2021/22 CIL EMR of £4,355 for the automatic door at Roffey Millennium Hall.

Summary

The Finances of the Council, even taking into account the below expected income from Roffey Millennium Hall, were on track with overall income greater than expected and expenditure lower.

ii. Bank Reconciliations

The bank reconciliations and bank statements for the Lloyds Bank Accounts as at 30th November, 31st December 2022 and 31st January 2023 had been emailed to the Committee separately.

The Bank Reconciliations for the Lloyds Bank Accounts at 30th November, 31st December 2022 and 31st January 2023 were **NOTED** and it was **AGREED** that these would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

iii. VAT Analysis

Members **NOTED** the VAT Analysis reports to 31st December 2022, as circulated with the Agenda, detailing the VAT across the different activities of the Council and that the De Minimis limit had not been exceeded.

FA/54/23 Earmarking

Members **NOTED** the recommendations from the Property Committee meeting held 9th February 2023 as circulated at the meeting and following discussion, **AGREED** that the following expenditure from the 2022/23 budget should be earmarked if the works could not be completed before 31st March 2023 :-

- i) £560.00 'Open Spaces' budget - works to hornbeam tree (PR/038/22)
- ii) £276.00 'Play Area and M/C Maintenance' budget - playground works (PR/053/22)
- iii) £250.00 'Street Lighting - Maint/Supply' budget Street lighting works
(estimated)
- iv) £160.00 'Play Area and M/C Maintenance' budget - take away broken spinner from Amberley Close play area (PR/092/23)
- v) £295.00 'General Maintenance' budget - RMH: painting outside front (PR/096/23)
- vi) £1,550.00 'Internal Redecorations' budget - NHH: wall dividing rails (dado rail) (PR/098/23)

Members further **NOTED** that the earmarking undertaken as at 31st March 2022 had been fully committed for the identified expenditure and therefore there would be no funds to be returned to General Reserves.

Finally, with regard to the recommendation from the Property Committee that consideration be given to the future earmarking of funds for the heating upgrade/repairs at North Heath Hall, it was **NOTED** that this matter would be referred back to this Committee when they consider the 2024/25 budget in the Autumn.

FA/55/23 S106 Funding

Members **NOTED** the report as circulated with the Agenda, detailing available S106 funds for use within the Parish.

Following discussion, it was **AGREED** to refer the matter to the Property Committee to consider the potential sums and projects that could be funded by an application to HDC and to make a recommendation to Council in this regard.

FA/56/23 West Sussex Pension Fund

Members **NOTED** the completion of the Triennial Valuation for the Pension Fund including the revised Employer contribution rates for 2023 through to 2026 together with the updated Draft Funding Strategy.

FA/57/23 Councillor Email Addresses

Members **NOTED** the report from the Clerk regarding Councillor ".gov.uk" email addresses and the concerns expressed by the IT support provider on the security of email arrangements other than through the PL Exchange licences with Microsoft. Following discussion, it was **AGREED** to accept the recommendation from the IT support provider and proceed with the Microsoft addresses. This would be actioned after the May 2023 elections with the current cost of £48 per annum per Councillor allocated to the IT Support budget.

FA/58/23 Review of authorisation of payments procedure

Members **AGREED** to continue with the current arrangement for the authorisation of payments, namely that this is done remotely via email with an option of coming into to review the invoice etc in person.

FA/59/23 Asset Management and Replacement

It was **NOTED** that this matter was last considered by the Committee at the Meeting held 11th March 2021 (Min. FA/439/21 refers) and this had focussed on the replacement costs for equipment in play areas.

Members also **NOTED** that currently the Council was building the following Earmarked Reserves to fund Asset Management and Replacements :-

- Boiler at Roffey Millennium Hall - Current EMR £30,000 plus an additional £5,000 on 1st April 2023
- Playground Equipment - Current EMR £50,000 plus an additional £25,000 on 1st April 2023

Following discussion, it was **AGREED** to not add any new allocations at the current time but to rather give consideration to increasing the Repairs and Renewals Earmarked Reserves after the year end is complete.

FA/60/23 Council Vehicle

Members **NOTED** the report by the Clerk regarding the use of personal vehicles for Council business.

Following discussion, it was **AGREED** that preliminary investigations would be undertaken into types of vehicles, costs etc with an initial report back to this Committee in due course.

FA/61/23 Policies

Members **NOTED** that at the Committee Meeting held 23rd June 2022 (Min. FA/16/22 refers), it was agreed to defer the review of the Investment Policy to allow further research on recommended practices.

The Clerk had reported that, in accordance with the Local Government Act 2003 ss 12 and 15, the Parish Council was required to have regard to any guidance issued by the Secretary of State and to any regulations they have made, namely the *Capital Finance : Guidance on Local Government Investments* and the *Prudential Code for Capital Finance in Local Authorities*.

Following discussion, it was **AGREED** to further defer the recommendation of any Policy. The Clerk made Members aware that as per the Statutory Guidance on Local Government Investments, there is a requirement for the Parish Council to prepare and have approved by Full Council an Investments Strategy at least once per financial year, with the current Policy approved in July 2020.

FA/62/23 Date of next meeting

The next meeting was rescheduled and would now take place on 20th April 2023.

There being no other business, the Chairman closed the meeting at 8.18pm.

Signed

Date