



## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 20<sup>th</sup> APRIL 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

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**FA/63/23 Public Forum**

There were no members of the public present.

**FA/64/23 Apologies**

Apologies were received and **NOTED** from Cllrs Turner and Wilton.

**FA/65/23 Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 16<sup>th</sup> February 2023 were **AGREED** and were signed by the Chairman as being a correct record.

**FA/66/23 Declarations of Interest**

Cllr. Gough declared a Personal Interest in Agenda item 11 as she volunteers with the Friendship Club.

**FA/67/23 Chairman's Announcements**

There were no Chairman's Announcements.

**FA/68/23 Review of Finances to 31<sup>st</sup> March 2023**

**i. Financial Report to show income, expenditure and reserves to 31<sup>st</sup> March 2023**

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

**Funding at 31<sup>st</sup> March 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
<b>Total</b>	<b>394,565</b>

**Income to 31<sup>st</sup> March 2023**

Cost Centre	Annual income	Annual Budget
Admin	1,860	100
Allotments	983	900
North Heath Hall	64,492	50,000
Holbrook Tythe Barn	36,771	25,000
Multi Court Lettings	21,991	20,000
Roffey Millennium Hall	55,093	57,000
<b>Total</b>	<b>181,190</b>	<b>153,000</b>

**Expenditure to 31<sup>st</sup> March 2023**

Cost Centre	Annual Expenditure	Annual Budget
Admin	51,341	52,670
Grants	5,780	10,000
Burial	7,461	7,460
Personnel	322,782	326,000
Planning, Env, Trans	0	1,500
Allotments	950	1,580
Amenity Rec & Open Spaces	36,698	52,270
North Heath Hall	25,685	27,207
Holbrook Tythe Barn	19,445	21,830
Roffey Millennium Hall	34,025	37,074
<b>Total</b>	<b>504,167</b>	<b>537,591</b>

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

**Income**

At the end of the year revenue income exceeded the budget for the year by £28,190 or 18% with the only budget not exceeded being that for the Roffey Millennium Hall.

**Expenditure**

At the end of the year expenditure was below the budget for the year by £33,424 or 6%.

**Reserves**

As at 31<sup>st</sup> March 2023 remaining funds in General Reserves stood at £272,610.

In addition, there were additional Earmarked Reserves of £232,303. This was a slight increase of £195 from the end of month 11, due to agreed earmarking of £2,546 (Min. FA/54/23 of the Committee Meeting held 16<sup>th</sup> February 2023 refers) offset against further expenditure from the R&R EMR of £265 for glassware,

£1,475 for a new floor cleaning machine and £611 for lift repairs at Roffey Millennium Hall.

The Chairman noted that the General Reserves of £272,610 as at 31<sup>st</sup> March 2023 were £26,491 in excess of the predicted level of £246,119 when the budget and precept for 2023/24 was calculated.

#### **ii. Bank Reconciliations**

The bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 28<sup>th</sup> February and 31<sup>st</sup> March 2023 had been emailed to the Committee separately.

The Bank Reconciliations for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund at 28<sup>th</sup> February and 31<sup>st</sup> March 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 report to 31<sup>st</sup> March 2023, 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. End of year accounts to 31<sup>st</sup> March 2023 including the figures which form Part 2 of The Annual Governance and Accountability Return (AGAR) for 2022/23**

Members considered and **NOTED** the end of year accounts including Balance Sheet to 31<sup>st</sup> March 2023 as circulated at the meeting and following consideration, **RECOMMENDED** Part 2 of the AGAR for 2022/23 to Council for approval.

#### **FA/69/23 Internal Controls Working Party**

Members **NOTED** the Notes of the Working Party meeting held 27<sup>th</sup> February 2023, including that no issues had been identified. It was noted that the next meeting date would now be Monday 12<sup>th</sup> June 2023.

#### **FA/70/23 Local Government Pension Scheme (LGPS)**

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

#### **FA/71/23 Business Continuity Policy and Plan**

Members **NOTED** the reviewed and updated Business Continuity Policy and Plan as circulated with the Agenda and after consideration, **AGREED** to **RECOMMEND** the document to Council for approval.

#### **FA/72/23 Photocopier contract**

Members **NOTED** the costs provided by the two contractors for a new photocopier contract and it was highlighted that the report referred to mono per copy costs for Company A of 0.035p. The Clerk apologised that this was an error and should read

0.35p per mono copy. Following discussion, it was **AGREED** to accept the quotation from Company B subject to confirmation that the correct charge was 0.35p per mono copy for Company A.

**FA/73/23 Grant applications**

The Committee **NOTED** that a sum of £10,000 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. Ten Little Toes - Grant Awarded £1,000. Members stated that they would be keen to hear the feedback of the use of the grant for North Horsham residents, especially to enable them to consider a larger grant in 2024, should the evidence support it.
- ii. Friendship Club - Grant Awarded £830 but on the understanding that should an outing with lower transport costs go ahead, the balance would be returned to the Parish Council.

**FA/74/23 Date of next meeting**

The next meeting would take place on 15<sup>th</sup> June 2023 (scheduled). Cllrs. Burgess and Smithurst gave their apologies in advance for this meeting.

There being no other business, the Chairman closed the meeting at 8.10pm.

Signed .....

Date .....