



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 17th AUGUST 2023 COMMENCING AT 7.30pm

Present: Cllr. P. Burgess, Cllr. Mrs. G. Davidson-Fernandez*, 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

In the absence of the Chairman, the Vice-Chairman Cllr. Smithurst, Chaired the meeting.

FA/13/23 Public Forum

There were no members of the public present.

FA/14/23 Apologies

Apologies for absence had been provided by Cllrs. Davidson-Fernandez, Gough and Turner.

FA/15/23 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 15th June 2023 were **AGREED** and were signed by the Chairman of the meeting as being a correct record.

FA/16/23 Declarations of Interest

There were no declarations of Interests.

FA/17/23 Chairman's Announcements

Members noted the following announcements as detailed in the circulated Clerk's report :

- i. A letter of thanks had been received from Victim Support for the recent grant with a copy circulated to all Committee Members via email.

FA/18/23 Review of Finances to 31st July 2023

Cllr. Torn joined the meeting during this item but it was Agreed that Cllr. Smithurst should continue to Chair the meeting

i. Finance Report to show income, expenditure and reserves to 31st July 2023

Funding at 31st July 2023

Precept (half year)	182,673
Environmental Grant	5,873
Climate Change Grant	2,076
Total	190,622

Income to 31st July 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st July 2023*
Admin	7,211	200	67
Allotments**	982	995	995
North Heath Hall	22,541	71,000	23,667
Holbrook Tythe Barn	13,295	38,000	12,667
Multi Court Lettings	6,897	26,600	8,867
Roffey Millennium Hall	22,385	45,000	15,000
Total	73,311	181,795	61,263

Expenditure to 31st July 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st July 2023*
Admin***	23,155	54,570	27,190
Grants	2,330	10,000	3,333
Burial****	1,865	7,460	2,487
Personnel	102,988	349,650	116,550
Planning, Env, Trans	0	1,500	500
Allotments	331	1,560	520
Amenity Rec & Open Spaces	15,087	56,485	18,828
North Heath Hall	10,977	30,778	10,259
Holbrook Tythe Barn	8,100	28,095	9,365
Roffey Millennium Hall	12,500	42,840	14,280
Total	177,333	582,938	203,312

* Total cost centre budget for 2023/4 divided by 4/12th.

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

*** Includes in Actual Expenditure Annual Insurance Premium of £13,884 paid May 2023 and includes in Estimated Expenditure Full Year Budget for Insurance of £13,500

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

Supporting Finance documents including the Income and Expenditure and Reserves reports as at 31st July 2023 had been circulated with the Agenda and their receipt was **NOTED**.

Income

At the end of Month 4 of the 2023/24 year, revenue income continued to be higher than the anticipated by approx. 20% - equivalent to the position at the end of month 3.

Expenditure

Overall, expenditure remained at approx. 13% lower than would be expected at the end of the month, as it was at the end of month 3. It was **NOTED** that the Personnel Budget was £13,562 (just under 12%) less than would be expected at this time of year and that the reason for this was twofold; firstly, due to staff resignations resulting in periods of understaffing but also the annual pay award payable from 1st April 2023 had not yet been agreed and therefore not implemented.

Reserves

As at 31st July 2023 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £308,132.

In addition, there were additional Earmarked Reserves of £274,333 - a reduction of £1,525 from the balance at the end of month 3, due to expenditure of £895 for works arising from the inspection of the partition wall at RMH and £630 for architect drawings for the proposed washroom works at NHH.

Summary

It was **NOTED** that there was £12,049 more revenue income than budgeted for at the end of month 4 together with £19,291 less revenue expenditure than anticipated.

The Financial Report to 31st July 2023 was **NOTED**.

ii. Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30th June and 31st July 2023 had been emailed to the Committee separately.

The Bank Reconciliations for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30th June and 31st July 2023 were **NOTED** and would be signed by the Chairman of the meeting to confirm their agreement with the bank statements.

iii. VAT Analysis to 30th June 2023

The VAT Analysis to 30th June had been circulated by email and it was **NOTED** that the applicable amount of £1,905.13 was below the De Minimus limit of £7,500.

FA/19/23 Internal Controls Working Party

Members received the Notes of the meeting held 12th June 2023 and it was **NOTED** that there had been no issues identified.

Members went on to discuss the focus for the next meeting scheduled for 11th September and **AGREED** that this should be item iii) of the agreed Action Plan, namely, to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015.

Finally, Members **NOTED** that the date for the November of the Working Party had been changed to Monday 20th November 2023.

FA/20/23 Appoint an Internal Auditor

Members received by email the proposal from Mulberry & Co for their provision of the Internal Audit function for 2023/24. Following discussion, Members **AGREED** to reappoint Mulberry & Co for the 2023/24 financial year, and further **AGREED** to enter into a three agreement for the Internal Audit service with the charges remaining the same for the three year period ending 2025/26.

FA/21/23 Changes to VAT treatment of Local Authority leisure service provision

As stated in the Clerk's report, Members **NOTED** that the recent HMRC Brief 03/23 "Changes To Vat Treatment Of Local Authority Leisure Services" - stated that HMRC had conducted a detailed analysis of the leisure services sector and found that allowing local authorities to treat their supplies of leisure services as non-business would not significantly affect competition and therefore accepted that local authority sports services could be treated as non-business and outside the scope of VAT.

Members **AGREED** that the Clerk should proceed to make the necessary changes to the NHPC treatment of the VAT relating to the MUGAs and furthermore, **AGREED** that the professional services of Mulberry & Co should be utilised if necessary, noting that this may incur expenditure from the Professional Services Budget. Cllr. Torn also suggested that the definition of Leisure Services be queried with Mulberry & Co and whether this included dance, exercise classes, martial arts etc, all of which take place at Roffey Millennium Hall.

FA/22/23 Grant applications

The Committee **NOTED** that a sum of £7,670 remained available in the Grant Budget and copies of the application had been circulated by email.

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

- i. 1st Harwood Guides - Grant Awarded £300

FA/23/23 Date of next meeting

The next meeting was scheduled to take place on 12th October 2023 and would focus on the preliminary discussions around the Budget for 2024/25

FA/24/23 Exclusion of Press and Public

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to contractual matters

FA/25/23 Debtors

Members received the confidential, up to date summary showing sums outstanding and **NOTED** that there were no monies more than 60 days overdue. It was therefore **AGREED** that no debts should be written off and the single invoice that was more than 30 days overdue should continue to be pursued.

There being no other business, the Chairman closed the meeting at 7.55pm.

Signed

Date