



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 15th FEBRUARY 2024 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

FA/51/24 Public Forum

There were no members of the public present.

FA/52/24 Apologies

Apologies for absence had been provided in advance by Cllrs. Davidson-Fernandez and Gough. Apologies from Cllr. Burgess were provided after the meeting.

FA/53/24 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 14th December 2023 were **AGREED** and were signed by the Chairman as being a correct record.

FA/54/24 Declarations of Interest

Cllrs. Turner and Wilton declared a Personal Interest in Agenda item 9, as they were supporters of St Catherine's Hospice.

Cllr. Turner also declared a further Personal Interest in Agenda item 9, as a family member was part of the Earles Meadow Conservation Group.

FA/55/24 Chairman's Announcements

At the last meeting, Members had queried why the 2022/23 costs for Grass Cutting (4200/302) were substantially lower than the 2023/24 costs. Having reviewed the matter, the Clerk confirmed that the grass cutting is only carried out when necessary (up to a maximum number of cuts per year), and as the spring/summer of 2022 had been particularly dry, the grass had grown less and therefore was not cut as frequently as it was during 2023/24.

FA/56/24 Review of Finances to 31st December 2023

Finance Report to show income, expenditure and reserves to 31st December 2023

Funding at 31st December 2023

Precept (half year)	365,346
Environmental Grant	3,952
S106 Funding	11,745
Climate Change Grant	2,076
Total	383,119

Income to 31st December 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st Dec 2023*
Admin	19,790	200	150
Allotments**	982	995	995
North Heath Hall	49,032	71,000	53,250
Holbrook Tythe Barn	29,546	38,000	28,500
Multi Court Lettings	17,870	26,600	19,950
Roffey Millennium Hall	50,034	45,000	33,750
Total	167,254	181,795	136,595

Expenditure to 31st December 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Dec 2023*
Admin***	49,062	54,570	44,303
Grants	3,821	10,000	7,500
Burial****	5,596	7,460	5,595
Personnel	247,380	349,650	262,238
Planning, Env, Trans	0	1,500	1,125
Allotments	563	1,560	1,170
Amenity Rec & Open Spaces	32,090	56,485	42,364
North Heath Hall	21,049	30,778	23,084
Holbrook Tythe Barn	18,500	28,095	21,071
Roffey Millennium Hall	28,030	42,840	32,130
Total	406,091	582,938	440,579

* Total cost centre budget for 2023/4 divided by 9/12th.

** 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 December 2023 had been circulated with the Agenda and their receipt was **NOTED**.

Income

At the end of Month 9 of the 2023/24 year, revenue income continued to be higher than the anticipated by approx. 22% - a reduction of 3% to the position at the end of month 8.

Expenditure

Overall, expenditure was approx. 8% lower than would be expected at the end of the month, a slight reduction of the gap of 11% at the end of month 8. However, this was affected by expenditure relating to S106 grants from HDC being included and if this expenditure was removed from the calculations, the difference would have been approx. 14% lower.

Reserves

As at 31st December 2023 remaining funds, including the full year precept payment received and General Reserves, stood at £365,816.

In addition, there were additional Earmarked Reserves of £260,317- a reduction of £1,734 from the balance at the end of month 8, due to expenditure from the R&R EMR of £1,295 for drain clearance and repairs at NHH, £419.42 for boiler repairs at HTB and £20 for the installation of the defibrillators at NHH and HTB.

Summary

As mentioned above, there was £30,659 more revenue income than budgeted for at the end of month 9 together with £34,488 less revenue expenditure than anticipated but this increased to £45,419 when the S106 funded expenditure is excluded.

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

ii. Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts had been emailed to the Committee separately. It was noted that the CCLA Public Sector Deposit Fund and corresponding Reconciliation as at 31st December 2023 had not been attached to the email and therefore the original was circulated at the meeting for Members to confirm their agreement.

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

iii. VAT Analysis

The VAT Analysis to 31st December 2023, circulated by email, was **NOTED** including that the applicable amount of £6,016.48 was below the De Minimus limit of £7,500. However, the Clerk highlighted that with three months of the year remaining, which would include some of the largest gas and electricity bills of the year, it was very likely that the remaining balance at the end of the year would be minimal and the potential for the limit of £7,500 to be exceeded remained.

FA/57/24 Earmarking

Members received at the Meeting the recommendations from the Property Committee Meeting held 8th February 2024 for Earmarking, should projects not be completed before the 31st March 2024 year end, as follows:-

Code	Budget	Cost	Description
4251/302	Play Area & Multi courts M'nance	£1,274.05 £362.95 £725.00	ROSPA Works Pressure washing Panels on m/c gates
		£2,362.00	
4252/302	Open Spaces	£3,540.00	Tree Works
4035/403	Elec Eqp Inspection (RMH)	£2,150.00	Periodic Electric Test
4036/403	General M'nance (RMH)	£204.65 £220.00 £293.25	CCTV Drain Cover Change to Auto doors
		£717.90	
4016/402	Cleaning Materials (HTB)	£360.00	Cupboard
4034/401	Electrical M'nance (NHH)	£155.00	Light Fitting
Potential Total to be Earmarked		£9,284.90	

The Clerk advised Members that an update would be provided at the next meeting regarding the sums that it was actually necessary to Earmark.

Furthermore, as Members were advised in the circulated Clerk's report, there remained balances in the Earmarked Funds of £3 from when the Parish Council financially assisted with the setting up of the NHCLT, together with a sum of £21, which was unspent and was no longer required, from the sums Earmarked at this time last year.

Following a discussion regarding earmarking versus accruals at the end of the year, Members **AGREED** the Earmarking proposals for 31st March 2024.

FA/58/24 Review of Authorisation of payments procedure

Members **NOTED** the current arrangement for the authorisation of payments is remote i.e. done via email with an option of coming into to review the invoice etc in person. The process appeared to be working well and was an efficient way of processing payments.

Following discussion, Members **AGREED** to continue this process and furthermore, that this process is adopted for the remainder of the current Administration, being reviewed next after the Parish Council Elections in May 2027.

FA/59/24 Grant applications

The Committee **NOTED** that a sum of £6,179 remained available in the Grant Budget and copies of the application had been circulated by email.

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

- i. 4 Sight Vision - Grant Awarded £1,100 with Members asking that the recipient be reminded of the expectation that these funds will directly benefit residents of North Horsham.
- ii. Earles Meadow Conservation Group - Grant Awarded £960
- iii. St Catherine's Hospice - £250
- iv. North Horsham Friendship Club - £400 with Members further agreeing that a further application may be submitted for excursion travel costs

FA/60/24 Date of next meeting

The next meeting was scheduled to take place on 11th April 2024.

Members further **AGREED** that an Extraordinary Meeting be held on Friday 19th April at 11am to review the AGAR 2023/24 prior to presentation to the Annual Meeting of the Council on 2nd May 2024.

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

Signed

Date