



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 11th APRIL 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) and 1 member of the public

FA/61/24 Public Forum

There were no statements from the member of the public present.

FA/62/24 Apologies

Apologies for absence had been provided by Cllr. Burgess.

FA/63/24 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 15th February 2024 were **AGREED** and were signed by the Chairman as being a correct record.

FA/64/24 Declarations of Interest

Cllrs. Gough and Wilton declared Personal Interests in the Friendship Club Grant application as they help with the club.

Cllrs. Turner and Wilton declared Personal Interests in the Air Ambulance Grant application as they support the service through their lottery scheme.

FA/65/24 Chairman's Announcements

i) NALC has published the Joint Panel on Accountability and Governance (JPAG) 2024 edition of the Practitioner's Guide, and a copy has been circulated to all Councillors by email. Whilst there are several minor changes to wordings throughout the guide, the main changes from last year are :-

- Strong encouragement for Parish and Town Councils to use gov.uk domains for websites and emails (*already in place for NHPC*)
- Recommendation that Parish and Town Councils publish their full internal audit report on their website alongside their AGAR (*already carried out by NHPC*).

ii) Following the provision of a £5,000 grant by the Council, the Clerk provided Members with a copy of an email from 4 The Youth reporting how the funds had been used and their plans for the future. It was noted that a sum of £5,000 had been provided for in the 2024/25 Budget for Youth Provision and it was suggested that any request for further funding should be by way of the usual Grant process, which this Committee would initially consider prior to recommendation to Council.

FA/66/24 Review of Finances to 29th February 2024

i) Finance Report to show income, expenditure and reserves to 29th February 2024

Funding at 29th February 2024

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

Income to 29th February 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 29 th Feb 2024*
Admin	25,194	200	183
Allotments**	982	995	995
North Heath Hall	61,260	71,000	65,083
Holbrook Tythe Barn	36,503	38,000	34,833
Multi Court Lettings	24,092	26,600	24,383
Roffey Millennium Hall	63,812	45,000	41,250
Total	211,843	181,795	166,727

Expenditure to 29th February 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 29 th Feb 2024*
Admin***	59,400	54,570	51,148
Grants	6,531	10,000	9,167
Burial****	7,461	7,460	6,838
Personnel	305,206	349,650	320,513
Planning, Env, Trans	0	1,500	1,375
Allotments	706	1,560	1,430
Amenity Rec & Open Spaces	35,077	56,485	51,778
North Heath Hall	25,358	30,778	28,213
Holbrook Tythe Barn	21,892	28,095	25,754
Roffey Millennium Hall	35,975	42,840	39,270
Total	497,606	582,938	535,486

* Total cost centre budget for 2023/4 divided by 11/12th.

** 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 29th February 2024 had been circulated with the Agenda and their receipt was **NOTED**.

Income

At the end of Month 11 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 27% - an increase of 3% to the position at the end of month 10.

Expenditure

Overall, expenditure continues to be approx. 7% lower than would be expected at the end of the month, a slight reduction on the gap of 8% at the end of month 10. However, this is affected by expenditure relating to S106 grants from HDC being included and if this expenditure was removed from the calculations, the difference would be approx. 9%.

Reserves

As at 29th February 2024 remaining funds, including the full year precept payment received and General Reserves, stood at £318,890.

In addition, there remains additional Earmarked Reserves of £259,371 - a reduction of £946 on the figure at the end of month 10 due to expenditure on boiler repairs at North Heath Hall.

Summary

As mentioned above, there is £45,116 more revenue income than budgeted for at the end of month 11 together with £37,880 less revenue expenditure than anticipated but this increases to £48,811 when the S106 funded expenditure is excluded.

The Financial Report to 29th February 2024 was **NOTED**.

ii) Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund had been emailed to the Committee separately. It was noted that it had not possible to run a Bank Reconciliation for the CCLA as at 31st January 2024 due to issues with new CCLA's new systems and delays in issuing the statements (which includes the notification of the interest received) until after the month had been closed. CCLA have assured that the teething problems had been resolved and the statements will in future be issued in good time.

The Bank Reconciliations for the Lloyds account as at 31st January and 29th February 2024 and CCLA Public Sector Deposit Fund as at 29th February 2024 were **NOTED** and would be signed by the Chairman to confirm their agreement with the bank statements.

FA/67/24 Internal Control Working Party

Members received the Notes of the Internal Control Working Party held on Monday 26th February 2024 the focus of which had been item i) of the agreed Action Plan, namely that Salaries have been properly reviewed.

Members further **NOTED** the Notes and that no issues had been identified. However, the Working Party had requested that the Action Plan be reconsidered in October 2024, which would be 12 months since it was previously reviewed at the Committee Meeting held 12th October 2023 (Min. FA/32/23 refers).

FA/68/24 Local Government Pension Scheme (LGPS)

As circulated in the Clerk's report, Members were advised that West Sussex Pension Fund had contacted the Parish Office regarding the FRS102/IAS19 reporting, stating that the correspondence was for information only as NHPC had not required an IAS19 or FRS102 report in previous years. As the NHPC circumstances had not changed with the situation remaining the same for 2023/24, it was **NOTED** that no reports were requested.

FA/69/24 Direct Debit and Standing Order Review

As per the Financial regulations 6.6 and 6.7, it is necessary for the Council to review and approve the use of any and all Direct Debits and Standing Orders.

Following a review, Members are asked to note the following active Direct Debits and Standing Orders :-

- British Gas Business Gas & Electricity supply to North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall

- Business Stream Water supply to North Heath Hall, Holbrook Tythe Barn, Roffey Millennium Hall and Allotments
- Carnah Events Ltd (Horsham Pages) Bimonthly editorial in Horsham Pages publication
- Horsham District Council National Non-Domestic Rates for North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
- Horsham District Council Refuse Collection, Dog and Litter Bin Emptying
- Information Commissioner's Office Annual Registration
- Public Works Loan Board Loan repayments
- EDF Energy Electricity for street lighting
- Pitney Bowes Franking Machine

It was subsequently **AGREED** to **RECOMMEND** to Council the approval of the above Direct Debit and Standing Order Mandates, with the next review due in April 2026.

FA/70/24 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 Grant awards :-

- i. Kent, Surrey and Sussex Air Ambulance - £350
- ii. North Horsham Friendship Club - £850

FA/71/24 Date of next meeting

The next meeting was an Extraordinary Meeting on 19th April 2024 and the time was confirmed as 10am.

The next scheduled meeting would be held on 13th June 2024.

There being no other business, the Chairman closed the meeting at 7.47pm.

Signed

Date