



NORTH HORSHAM PARISH COUNCIL

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

FA/01/23 Elect a Chairman

Following nomination by Cllr. Wilton and seconding by Cllr. Smithurst, Cllr. Torn was elected as the Chairman of the Committee for the 2023/24 municipal year.

FA/02/23 Elect a Vice- Chairman

Following nomination by Cllr. Gough and seconding by Cllr. Turner, Cllr. Smithurst was elected as the Vice-Chairman of the Committee for the 2023/24 municipal year.

FA/03/23 Public Forum

There were no members of the public present.

FA/04/23 Apologies

There were no apologies for absence.

FA/05/23 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 20th April 2023 were agreed and were signed by the Chairman as being a correct record.

FA/06/23 Declarations of Interest

There were no declarations of Interests.

FA/07/23 Chairman's Announcements

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

Following approval at the Annual Meeting of the Council on 18th May 2023, the 2022/23 AGAR and all supporting documentation was submitted to the External Auditors on 23rd May. Furthermore, the Notice of Public Rights (including the summary of rights) was published on the website and posted on all nine parish noticeboards on Friday 2nd June 2023.

HDC have confirmed that the Parish Environment Cleansing Grant for 2023/24 will be £11,745.13, a 10% increase on the previous year's figure of £10,677.39. This will be received in two tranches: the first in May and the second in September.

Finally, the Friendship Group had asked for their thanks to the Committee be recorded for the two recent grants. It has been decided to have a trip to Kew Gardens which means the full grant awarded for transport costs will now be utilised.

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

Funding at 30th April 2023

Precept (half year)	182,673
Environmental Grant	5,873
Total	188,546

Income to 31st May 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st May 2023*
Admin	3,169	200	33
Allotments**	965	995	995
North Heath Hall	9,916	71,000	11,834
Holbrook Tythe Barn	6,187	38,000	6,333
Multi Court Lettings	4,081	26,600	4,433
Roffey Millennium Hall	11,932	45,000	7,500
Total	36,250	181,795	31,128

Expenditure to 31st May 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2023*
Admin***	18,656	54,570	20,345
Grants	1,830	10,000	1,667
Burial****	0	7,460	1,242
Personnel	52,021	349,650	58,275
Planning, Env, Trans	0	1,500	250
Allotments	65	1,560	260
Amenity Rec & Open Spaces	7,382	56,485	9,414
North Heath Hall	5,520	30,778	5,130
Holbrook Tythe Barn	3,127	28,095	4,683
Roffey Millennium Hall	6,184	42,840	7,140
Total	94,785	582,938	108,406

* Total cost centre budget for 2023/4 divided by 2/12th.

** 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

Income

At the end of Month 2 of the 2023/24-year, income was slightly higher than the anticipated by approx. 16% - an increase on the 11% difference at the end of month 1.

Expenditure

Overall, expenditure was approx. 13% lower than would be expected at the end of the month, a widening from the gap of 10.5% at the end of month 1.

Reserves

As at 31st May 2023 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £353,620.

In addition, there were additional Earmarked Reserves of £274,772 a reduction of £2,309 from the balance at the end of month 1, due to expenditure of £50 on replacement water jugs, £957 for a repair to the electrical installation for the MUGA floodlights, £582 for plans of NHH regarding the washroom refurb, £160 for playground maintenance and £560 for tree surgery.

Summary

As mentioned above, there was £5,122 more revenue income than budgeted for at the end of month 2 together with £13,621 less revenue expenditure than anticipated.

The Finance Report including Income and Expenditure and reserve balances, as detailed above and circulated prior to the Meeting, 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 April and 31st May 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 April and 31st May 2023 were **NOTED** and would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

iii. Analysis of direct costs for Halls and Multi Courts

Members **NOTED** the total direct expenditure for running the halls and multi- courts for 2022/23 was £179,115 against income of £178,346.

Furthermore, it was noted that at the June Committee meeting last year, Members had asked for an additional breakdown including assumptions for the administration time associated with the use of the halls. Whilst reviewing the files a spreadsheet was identified where work had been done some years previously, to try and make assumptions on this, although it was stated by the Clerk that these are in no way scientific and include very broad assumption. Using this allocation Members **NOTED** the total direct expenditure for running the halls and multi-courts for 2022/23 could be estimated at £212,144.

FA/09/23 Litter Warden direct costs 2022/23

As was noted in the Clerk's report, Horsham District Council provides an annual Environmental Cleaning Grant to cover the cost of litter picking in North Horsham, with the grant paid in two instalments. The total Grant received for 2022/23 was £10,677.39.

It was subsequently **NOTED** that the expenditure on Litter Wardens for 2022/23 was £10,947.53 and that this was offset by an Environmental Grant from Horsham District Council.

FA/10/23 Financial Regulations

As detailed in the Clerk's Report, and as noted at the Annual Meeting of the Council on 18th May 2023 (Min. FC/18/23 refers), some comments regarding the Financial regulations and which required consideration had been made by the Internal Auditor during the process for the 2022/23 internal audits, namely :

- i. Financial Regulations, Governance and Payments - The council may wish to consider increasing the Clerk authorisation level based on the size of the council and the Clerk's experience level.
- ii. Bank and Cash - I recommend the council aligns its process to the relevant Financial Regulation, either by altering its process or by amending the Financial Regulation to reflect the current process.

Members **NOTED** the revised version as circulated with the Agenda and following discussion, it was **AGREED** to remove any reference in the document to a “three year” forecast and furthermore to incorporate the following amendments/updated clauses :-

- 2.2 On a regular basis, at least once in each quarter, and usually at the meetings of the Finance and Administration Committee, the Chairman of the Finance & Administration Committee Meeting at which the reconciliations are received shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions to, and noted by the Finance Committee.
- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority for expenditure outside of an approved budget is to be determined by:
- the Council for all items over £5,000.
 - the Finance and Administration Committee for items between £2,000 and £5,000.
 - a duly delegated committee of the council for items up to £2,000.
 - The Clerk, in conjunction with the Chairman of the Council in accordance with clause 4.5.
- 4.2 Virements must be approved as follows :-
- 5.2 The RFO shall prepare a schedule of payments, forming part of the Agenda for the meeting and present the schedule to Council of all payments approved since the previous Full Council meeting.

Members subsequently **AGREED** to **RECOMMEND** to Council the revised Financial Regulation with the amendments as noted above.

FA/11/23 Grant applications

The Committee **NOTED** that a sum of £8,170 remained available in the Grant Budget and copies of the application had been circulated by email.

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

- i. Victim Support - Grant Awarded £500

FA/12/23 Date of next meeting

The next meeting was scheduled to take place on 17th August 2023. Cllr. Fernandez-Davidson gave her apologies for this meeting.

There being no other business, the Chairman closed the meeting at 8.02pm.

Signed

Date