

NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON THURSDAY 29th JUNE 2017 AT 7.30pm AT ROFFEY MILLENNIUM HALL

Present: Cllr. A. Britten, Cllr. P. Burgess*, Cllr. N. Butler* (Vice Chairman – subject to his agreement) , Cllr M. Loates, Cllr J. Smithurst, Cllr S. Torn (Chairman) and Cllr. Mrs S. Wilton.

* denotes absence

In attendance: Clerk, Pauline Whitehead BA(Hons) FILCM and Deputy Clerk, Vivien Edwards.

FA/148/17 Elect a Chairman

Following nomination by Cllr Mrs S. Wilton and being seconded by Cllr M. Loates, Cllr S. Torn was elected Chairman of the Committee.

FA/149/17 Elect a Vice Chairman

Following nomination by Cllr M. Loates and being seconded by Cllr Mrs S. Wilton, Cllr N. Butler, in his absence, was elected Vice Chairman of the Committee, subject to his agreement.

FA/150/17 Public Forum

There were no members of the public or press in attendance.

FA/151/17 Apologies

The Committee received apologies and reasons for absence from Cllr P. Burgess and Cllr N. Butler.

FA/152/17 Minutes

The Minutes of the meeting held on 27th April 2017 were agreed and signed by the Chairman as being a correct record.

FA/153/17 Declarations of Interest

There were no declarations of interest.

FA/154/17 Chairman's Announcements

In line with the resolution passed at the meeting on 27th April 2017, the Clerk had investigated alternative bank accounts in which to deposit funds in order that the Co-operative Community Direct Plus Account does not exceed the amount covered by the Financial Services Compensation Scheme (FSCS) (£85,000). The Clerk sought information from the Halifax Building Society, Nationwide Building Society, Santander, Barclays, HSBC and Bank of Scotland. Nationwide Building Society yielded the highest interest (0.40%), therefore, an account has been opened with four signatories, Cllr Mrs S. Wilton, Cllr R. Turner, Cllr R. Knight and Cllr P. Burgess, in the first instance. Additional signatories will

be added in due course (see item 10). The Clerk will transfer £64,000 from the Co-operative Bank and £20,000 from the Lloyds Business Account.

FA/155/17 Report from Internal Controls Working Party

The Committee received the notes of the Internal Controls Working Party held on 19th June 2017.

The Committee RESOLVED to include Cllr M. Loates as a member of the Internal Controls Working Party. Standing Orders will be changed to reflect wider membership.

FA/156/17 Financial Review to 31st May 2017

The Committee considered documents circulated with the agenda.

It was RESOLVED to:-

- 1. Note the Financial Report, the reserve balances and balance sheet at 31st May 2017. (Attached)**
- 2. Note that the Committee Chairman had verified and signed the May 2017 cash book, bank reconciliation and bank statements for Lloyds Bank accounts.**

The Committee queried why the total assets less current liabilities and total equity shown on the detailed balance sheet (including stock movement) for month 2 did not agree. The Clerk would enquire and inform Committee Members.

FA/156/17 Bank Mandates

It was RESOLVED to maintain the current signatories on the bank mandates until May 2019 subject to any significant change of circumstance. (Signatories are Cllr. N Butler, Cllr P. Burgess, Cllr. R. Knight, Cllr. S. Torn, Cllr R. Turner, Cllr. Mrs S. Wilton and Cllr R. Wilton.)

FA/157/17 Roffey Cemetery

The Parish Council had received a letter from the Parks and Countryside Manager at Horsham District Council (HDC) (dated 21st April 2017) outlining a request for a contribution towards the upkeep of Roffey Cemetery. To ascertain the cost, the land area of Hills Farm Cemetery and Roffey Cemetery was calculated and then proportioned. Roffey Cemetery was 13% of the total area. The land area of Roffey Cemetery was then proportioned further to reflect the area owned by HDC and North Horsham Parish Council (NHPC). NHPC owns 32% of Roffey Cemetery. HDC used the outrun figures from 2016/17 and used the proportions to calculate their request for a contribution to running costs amounting to £7,099.84 per annum. NHPC has previously paid £6,000 per annum to contribute to the overheads of running the Cemetery.

The calculations within the letter were based on erroneous figures, and it transpired that the costs of running the cemeteries included the closed Cemetery on Denne Road and St Mary's Churchyard in the Causeway.

The Committee considered the figures and observed that the largest cost was salaries. It was considered that the Parish Council should not contribute to all staff overheads as the range of skill sets is not required at Roffey Cemetery. Equally, it was considered that it was likely that staff would spend more time on open and active cemeteries than on one which had limited burials. Furthermore, the calculations did not reflect income. Whilst income was reduced now that the grave space was full, in previous years this would have generated some income and as there are still burials at Roffey Cemetery in grave spaces that have been previously purchased, there will still be a small amount of income from the site.

Taking account of income and expenditure for 2016/17 and using a rough indication of the maintenance activities required for Roffey Cemetery communicated to NHPC in October 2016 by the Cemeteries Manager, **the Committee RESOLVED to offer £3,000 per annum to maintain the Cemetery and instructed the Clerk to write to HDC to inform the Parks and Countryside Manager of the decision.**

FA/158/17 Valuation of buildings for insurance purposes

It was RESOLVED to instruct the District Valuation Office to undertake valuations for insurance purposes at Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn at a cost in the region of £1,350 and to schedule building valuations every five years.

FA/159/17 Grant Applications

There was £7,020 left in the budget for grants in 2017/18 prior to any awards being made.

Jack and Jill Pre-school submitted an application for equipment and furniture required to open a second site at Northolmes Junior School in September 2017. The request for £5,000 was for the full cost for this part of the project, but applications had been sent to other grant awarding bodies for other aspects of the project. Whilst no specific fundraising had been undertaken for the equipment and furniture, £500 from Pre-school fundraising activities will be diverted to support the project. It is estimated that 160 families will benefit from having access to both sites. The facilities can be used by children up to 8 years old and benefit people who are in need of support. The organisation holds three months running costs in line with their reserves policy. Whilst one bank account has significant funds, this is termly funding from WSCC which is earmarked for operating costs. All requested documentation had been included with the application except for quotations for the work or purchases and the contract or agreement entered into regarding the project, as these were considered not applicable. Grants had been awarded to Jack and Jill Pre-school previously as overleaf:-

Date	Amount awarded	Project
June 2014	£600	Kitchen project
October 2016	£2,000	Replace fence & Gate – requires matched funding

It was RESOLVED to award £2,000 to the Jack and Jill Pre-school to purchase furniture and equipment required to open a second site at Northolmes Junior School.

The full, requested amount was not awarded as the Committee were mindful that there was limited funding available for the year and wanted to ensure that as many organisations within the parish, especially those in real need, had the opportunity to apply for funding that would make a difference to the local community.

FA/160/17 Date of next meeting

The next meeting is scheduled for Thursday 31st August 2017

There being no other business, the Chairman closed the meeting at 8.05 p.m.

..... Chairman

.....Dated

Finance Report to 31st May 2017

Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
Total	152,323

Income

Cost Centre	Actual Income	Annual Budget
Admin	58	150
Allotments	510	765
North Heath Hall	10,712	60,200
Holbrook Tythe Barn	6,744	26,200
Multi Court Lettings	2,472	12,240
Roffey Millennium Hall	5,887	74,000
Total	26,383	173,555

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	5,769	*67,943
Grants	2,980	10,000
Burial	0	1,500
Personnel	47,208	277,325
Planning, Env, Trans	0	2,000
Allotments	0	1,318
Amenity, Recs and Open Spaces	6,382	50,889
North Heath Hall	3,864	24,380
Holbrook Tythe Barn	4,038	22,213
Roffey Millennium Hall	3,874	38,455
Total	74,115	496,023

Net expenditure	47,732	322,468
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income for Roffey Millennium Hall appears to be lower than expected due to a timing issue with the issue of invoices. Bookings at Holbrook Tythe Barn have increased yielding greater income.

Pauline Whitehead BA(Hons) FILCM

22nd June 2017

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES -31st May 2017

	BALANCE 31.3.2015	TRANSFER AT 1.4.2015	EXPENDITURE ACTUAL 31.3.2016	INCOME ACTUAL 31.3.2016	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	EXPENDITURE ACTUAL 01.04.2017	INCOME ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	EXPENDITURE ACTUAL 31.05.2017	INCOME ACTUAL 31.05.2017	BALANCE 31.05.2017	NOTE
3100 GENERAL RESERVES	178591	-77510	101081	477370	478033	101744	-24100	77644	470391	478024	-10000	0	0	75277	
EARMARKED RESERVES															
3200 REVENUE - VAT Contingency	7955	0	7955	0	0	7955	0	7955	0	0	7955	0	0	7955	0
3210 REPAIRS & RENEWALS	121057	44150	155207	24541	0	140666	20100	160766	23736	0	137030	0	0	8000	145030
3220 ELECTION	16669	3331	20000	352	302	19950	0	19950	0	0	19950	0	0	0	19950
3250 DAMAGE	4000	0	4000	0	0	4000	0	4000	0	0	4000	4000	0	0	0
3260 YOUTH PROVISION	5302	20000	25302	25302	0	0	0	0	0	0	0	0	0	0	0
3270 ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621	0	5621	0	0	5621	0	0	5621	1
3280 PLANNING	0	8000	8000	0	0	8000	4000	12000	3750	0	8250	0	0	8250	0
3300 CAPITAL PROJECTS	1971	2029	4000	0	0	4000	0	4000	0	0	4000	4000	0	0	0
3310 NEIGHBOURHOOD PLAN	0	0	0	0	0	0	0	0	0	0	10000	0	0	10000	4
3350 CAPITAL RECEIPT	25000	0	25000	0	0	25000	0	25000	0	0	25000	0	0	25000	2
	366166	0	366166	527565	478335	316935	0	316935	497877	478024	297083	0	8000	8000	297083

1 Roffey Youth Club

Monies held following the closure of Roffey Youth Club

2 Capital Receipt

Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.

3 Damage/ Capital projects

Reserves moved to 321 Repairs and Renewals agreed by F&A (Jnl1 19.05.17)

4 Neighbourhood Plan

Fund created for the NP (Jnl 2 19.05.17) Money taken from the General Reserve. The balance sheet will not reflect this until the year end.

Detailed Balance Sheet (Including Stock Movement)

Month No: 3

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	12,974	0	12,974
105	Vat Refunds	1,154	0	1,154
201	Lloyds Bank Accounts	240,332	0	240,332
202	Co-op Community Directplus A/c	148,800	0	148,800
210	Petty Cash	150	0	150
Total Current Assets		403,411	0	403,411
<u>Current Liabilities</u>				
501	Creditors	14,996	0	14,996
Total Current Liabilities		14,996	0	14,996
Net Current Assets		388,414	0	388,414
Total Assets less Current Liabilities		388,414 *	0	
<u>Represented By :-</u>				
301	Current Year Fund	64,181	0	64,181
310	General Reserve	85,277	0	85,277
320	Earmarked Reserves - VAT Con	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	145,030	0	145,030
322	Earmarked Reserves - Election	19,950	0	19,950
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
331	Earmarked Reserve - NP	10,000	0	10,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
Total Equity		371,264 *	0	371,264

* Difference due to software error when report "including Stock Movement" is chosen. In future - this option will not be selected.