



North Horsham Parish Council

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17th October 2019

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 24th October 2019 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below.

Members of the Press and public are welcome to attend.

P. Whitehead

Pauline Whitehead BA (Hons) FSLCC

Committee

Cllr P Burgess, Cllr M Cockerill, Cllr J Gough, Cllr J Smithurst, Cllr S Torn,
Cllr R. Turner, Cllr S Wilton.

AGENDA

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

2. Apologies.

Recommendation:- To receive apologies for absence.

3. Minutes.

Circulated previously by e-mail and on the Parish Council website.

Recommendation:- To approve and sign the Minutes of the scheduled Finance and Administration Committee Meeting on 27th June 2019 and the Extraordinary Finance and Administration Committee Meetings on 12th August 2019 and 7th October 2019.

4. Declarations of Interest.

See Clerk's Report.

Recommendation:- To receive any Declarations of Interest from Members of the Committee.

5. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To note the Chairman's Announcements.

6. Internal Controls Working Party

Circulated separately

The Internal Controls Meeting on 14th October 2019 was cancelled due to illness. An alternative date is suggested below.

Recommendations:-

- 1. To receive the notes from the Internal Controls Working Party on 10th September 2019.**
- 2. To remove Section 4 from the 'Expenditure Testing and Procedures' and to direct the Internal Controls Working Party to include direct debits and an invoice over £5,000 when choosing 6 invoices to be tested through the system.**
- 3. To investigate better interest rates in line with the Parish Council's investment policy and report back to a future Finance and Administration Committee.**
- 4. To agree the next Internal Controls Working Party Meeting, possibly Monday 18th November starting at 7.30pm.**

7. Finance Review to 30th September 2019.

See Appendix A.

Recommendation:-

- 1. To consider the Financial Report to 30th September 2019 including reserve balances.**
- 2. The Chairman to confirm and sign to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) and all additional Council Parish bank accounts as at 30th September 2019.**
- 3. To note the calculation for partial exemption on VAT paid to 30th September 2019.**

8. External Audit 2018/19

Recommendations:-

- 1. To note that the Statement of Accounts and Annual Governance Statement for year ended 31 March 2019 have been audited by Moore East Midlands and are unqualified. A copy of the Annual Governance and Accountability Return for 2018/19 has been displayed on the Parish Council website.**
- 2. To note that a form of Notice of Conclusion of Annual Audit has been displayed on notice boards and on the Parish Council's website.**

9. Internal Auditor Engagement letter and Report from Interim Internal Audit

See Appendix B and Clerk's Report.

Recommendations:-

- 1. To agree the Internal Auditor Engagement letter which includes the scope of the Internal Audit.**
- 2. To note the Interim Internal Audit Report and a recommendation to have common e-mail addresses for Councillors.**

10. Community Infrastructure Levy – Grants and donations

See Clerk's Report.

Recommendation:- To consider awarding CiL money held by the Parish Council to local organisations through a grant funding or donation mechanism.

11. Bank Mandates

See Clerk's Report. The confirmation letters will be e-mailed separately.

Recommendations:-

1. To note confirmation letters from Lloyds Bank (7th October 2019), the Co-operative Bank (8th October 2019) and Nationwide (30th September 2019) which state that the following Councillors are signatories:- Cllr P. Burgess, Cllr J. Gough, Cllr R. Knight, Cllr J. Smithurst, Cllr S. Torn, Cllr R. Turner, Cllr S. Wilton.
2. To note that Cllr A. Britten is a signatory for Lloyds Bank.
3. To note that the Clerk is a signatory on all bank accounts.
4. To agree that the Deputy Clerk be added as a signatory on the Nationwide Bank account. She is a signatory on Lloyds Bank and the Co-operative Bank.

12. Finance and Administration Forecast 2019/20 and Budget 2020/21

See Clerk's Report and Appendix C attached.

Recommendation:- To agree a forecast and budget for the Finance and Administration Committee to put forward to the precept setting process.

13. Precept 2020/21

See Clerk's Report and Appendix D attached.

Recommendations:-

1. To note the revenue forecasts put forward by the Planning, Environment and Transport Committee, Property Committee and Personnel Committee.
2. To note recommendations to allocate money for upgrading play areas (£25,000), Boardwalks at Earles Meadow (£7,200), Roffey Millennium Boiler (£10,000) and Signs (£18,000).
3. To consider an increase in fees.
4. To note preliminary precept calculations.

14. Review Financial Regulations

See Clerk's Report.

Recommendation:- To recommend the updated Financial Regulations based on the 2019 model from NALC to full Council.

15. Pensions Policy

See Appendix E attached.

Recommendation:- To review the Pensions Policy in light of the change of pension provider for caretakers employed after July 2019.

16. Grant Applications

See Clerk's Report. The grant applications have been e-mailed to the Committee separately and will be available at the meeting.

There is £8,970 remaining in the grant budget for 2019/20.

Recommendation:-

To consider the following grant applications:-

- 1. Home Start Crawley, Horsham and Mid Sussex request for £700.**
- 2. Asperger's Voice request for £1,000.**

17. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 12th December 2019. (Scheduled)

Parish Clerk: Pauline Whitehead BA(Hons) FSLCC