



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 8th DECEMBER 2022 COMMENCING AT 7.30pm

Present: Cllr. P. Burgess, Cllr. Mrs. J. Gough, Cllr. A. Shine*, 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/35/22 Public Forum

There were no members of the public present.

FA/36/22 Apologies

The Council **NOTED** the approved absence of Cllr. Shine as agreed at the Council Meeting held 7th July 2022.

FA/37/22 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 13th October 2022 were agreed and were signed by the Chairman as being a correct record.

FA/38/22 Declarations of Interest

There were no Declarations of Interest

FA/39/22 Chairman's Announcements

Members **NOTED** the following update received from Woods for Learning CIC on the use of the Grant of £2,000 awarded by the Parish Council back in March 2021: *"Last night I ran a session for Roffey Robins Football Club Managers - there is great appetite for more things to happen withing their team. Obviously, we have done Leechpool School Year 6's - 60 of them - and also ran a Governors event last month which was on Twitter. On top of that supported a number of other children in learning first aid."*

FA/40/22 Review of Finances to 31st October 2022

i. Financial Report to show income, expenditure and reserves to 31st October 2022

Members **NOTED** the Financial Report as follows :-

Funding at 31st October 2022

Precept (full year)	349,011
Environmental Grant (full year).	10,677
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
Total	394,565

Income to 31st October 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st Oct 2022*
Admin	306	100	58
Allotments**	983	900	900
North Heath Hall	36,766	50,000	29,167
Holbrook Tythe Barn	21,122	25,000	14,583
Multi Court Lettings	12,101	20,000	11,667
Roffey Millennium Hall	27,051	57,000	33,250
Total	98,329	153,000	89,625

Expenditure to 31st October 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Oct 2022*
Admin***	36,695	52,670	35,308
Grants	1,900	10,000	5,833
Burial ****	3,730	7,460	4,352
Personnel	175,749	326,000	190,167
Planning, Env, Trans	0	1,500	875
Allotments	584	1,580	922
Amenity Rec & Open Spaces	29,916	52,270	30,491
North Heath Hall	12,754	27,207	15,871
Holbrook Tythe Barn	10,559	21,830	12,734
Roffey Millennium Hall	18,578	37,074	21,627
Total	290,465	537,591	318,178

* Total cost centre budget for 2022/23 divided by 7/12th.

** Allotment invoices are sent out annually. The full income is expected by the end of April.

*** Includes, in Actual Expenditure, Annual Insurance Premium of £13,925 paid May 2022 and includes, in Estimated Expenditure, Full Year Budget for Insurance of £11,000

**** Paid quarterly in Months 2,5,8 & 11

Supporting Finance documents including the Income and Expenditure and reserves reports as at 31st October 2022, were also circulated and following a brief discussion, including a query regarding the date shown on the Income and Expenditure report, the documents were **NOTED**.

Income

At the end of Month 7 of the 2022/23 year, actual income exceeded the amount anticipated at this time of year by just under 10% (£8,704) - a slight improvement on the difference of 6% at the end of Month 6 (£4,549). Whilst income from all the halls combined was greater than the anticipated, the income from Roffey Millennium Hall continued to be lower than would be expected. At the end of month 7 the income was 18% lower than should be expected at this point in the year, but this was an improvement from the 25% deficit at the end of month 6.

Expenditure

Expenditure was approx. 8% (£27,713) lower than the anticipated levels at the end of the month, a similar level to the end of Month 6.

Reserves

As at 31st October 2022 remaining funds, including the full year precept payment received and General Reserves, stood at £405,998.

In addition, there were additional Earmarked Reserves of £256,938, a reduction of £7,519 from the end of month 6, due to funding from the EMRs for streetlight testing (£797), works to the lift at RMH (£1,842), repairs to the Allotment fence (£1,130) and the balance payment for the RTPI unit (£3,750) being funded by CIL.

Summary

There was £8,704 more income than budgeted for at the end of Month 7 and expenditure was lower than expected by £27,713.

ii. Bank Reconciliations

The cashbook, bank reconciliation and bank statements for the Lloyds Bank Accounts as at 31st October 2022 had been emailed to the Committee separately.

The Bank Reconciliations for the Lloyds Bank Accounts at 31st October 2022 were **NOTED** and it was **AGREED** that these would be signed by the Chairman after the meeting to confirm their agreement with the bank statements

iii. Cash & Bank Reconciliation as at 31st October 2022, including the deposits with Nationwide and Co-Operative Bank

A copy of the Cash & Bank Reconciliation as at 31st October 2022 which includes the deposits with Nationwide and Co-Operative Bank, together with the corresponding statements, had been emailed to the Committee separately.

The Cash and Bank Reconciliation including the Nationwide and Co-Operative accounts as at 31st October 2022 was **NOTED** and **AGREED**.

FA/41/22 Internal Controls Working Party

Members **NOTED** the Notes of the Working Party meeting held 29th November 2022, including that no issues had been identified.

FA/42/22 Budget Forecast for 2022/23, Budget Proposals for 2023/24 and Precept requirement for 2023/24

Members **NOTED** receipt of the second draft working papers as circulated with the Agenda and the amendments to the previous draft, as detailed in the report.

A discussion took place regarding the planned level of General Reserves, and whether these were adequate or not. It was noted that the Budget Proposals allow for a minimum General Reserve of £172,000 at 31st March 2024 but it is anticipated that this figure will be higher due to the difficulty in forecasting the income or expenditure for the halls.

Following discussion, it was **AGREED** to **RECOMMEND** to **COUNCIL** :-

- The Budget Forecast for 2022/23 as circulated;
- The Budget Proposals (inc Fee Listings) for 2023/24 as circulated;
- A Precept request for 2023/24 of £365,346 or £41.43 per Band D equivalent household per annum.

FA/43/22 Cash Deposit

Members **NOTED** the Clerk's report including details of the current interest rates payable on the Nationwide and Co-operative Bank Accounts and discussed the CCLA Public Sector Deposit Fund as an alternative.

Members discussed the security of the CCLA as it was not part of the FCSC. However, it was **NOTED** that as per the government guidance that the Council must comply with, in the absence of the FCSC, only institutions with a very high credit rating should be used and as CCLA have the highest rating of AAmmf from Fitch, this was considered acceptable.

Following discussion, it was **AGREED** to:

- i. Arrange an account with CCLA for the Public Sector Deposit Fund
- ii. Withdraw funds held with the Co-operative and Nationwide and transfer to CCLA
- iii. Retain a balance of £75,000 with Lloyds Bank with funds in excess of this transferred to the new CCLA account

FA/44/22 Grant applications

The Committee **NOTED** that a sum of £8,100 remained available in the Grant Budget and a copy of the applications and supporting documentation had been circulated by email.

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

- i. West Sussex Mediation Service - Grant Awarded £600
- ii. Hope Charity Project - Grant Awarded £2,000

FA/45/22 Date of next meeting

The next meeting was scheduled to take place on 16th February 2023

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

Signed

Date