



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 19th FEBRUARY 2026 COMMENCING AT 7.30pm

Present: Cllr. Mrs. G. Davidson-Fernandez, Cllr. J. Smithurst, Cllr. S. Torn (Chairman),
Cllr. R. Turner and Cllr. Mrs. S. Wilton

* denotes absence

In attendance: Sarah Norman - Clerk

FA/50/26 Public Forum

There were no members of the public present.

FA/51/26 Apologies

There were no apologies as all Committee Members were present.

FA/52/26 Declarations of Interest

Cllr. Torn disclosed a DPI in relation to Agenda item 9.1 due to a family connection to the applicant and stated that he would leave the meeting for this item.

FA/53/26 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 4th December 2025 were agreed and were signed by the Chairman as being a correct record.

FA/54/26 Chairman's Announcements

There were no Announcements.

FA/55/26 Review of Finances to 31st December 2025

55.1 Finance Report to show income, expenditure and reserves to 31st December 2025

Funding at 31st December 2025

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
CIL Funding	90
Total	415,306

Income to 31st December 2025

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st Dec*
Admin	18,322	20,000	15,000
Allotments**	1,111	1000	1,000
North Heath Hall	59,857	73,000	54,750
Holbrook Tythe Barn	30,838	46,000	34,500
Multi Court Lettings	19,119	28,000	21,000
Roffey Millennium Hall	55,561	78,000	58,500
Total	184,808	246,000	184,750

Expenditure to 31st December 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Dec*
Admin	40,225	59,810	44,858
Grants	5,494	10,000	7,500
Burial***	5,596	7,900	5,925
Personnel	276,940	390,150	292,613
Allotments	1,070	1,940	1,455
Amenity, Recs and Open Spaces	46,629	68,100	51,075
North Heath Hall	21,958	35,980	26,985
Holbrook Tythe Barn	15,633	25,880	19,410
Roffey Millennium Hall	34,549	51,270	38,453
Total	448,094	651,030	488,273

*Total cost centre budget for 2025/26 divided by 9/12th.

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

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

The Finance Report including Income and Expenditure and reserve balances as at 31st December 2025, as detailed above and circulated prior to the Meeting, were **NOTED**.

Income

Overall, the anticipated income was on target. The income from the halls was approx. 2% below the anticipated level at the end of month 9, down on the 0.5% above budget at the end of month 8. This was partly due to a drop off in bookings because of the festive break.

Expenditure

There had been a slight increase in the underspend which was 8.2% at the end of the month, compared to approx. 6.6% lower than anticipated at the end of month 8.

Reserves

As at 31st December 2025 remaining funds, including the full year precept payment received, together with General Reserves, stood at £392,823.

In addition, there continued to be Earmarked Reserves of £223,890 a reduction of £13,451 from the end of month 8, due to Election costs of £11,776 from the Election EMR, installations costs of the replacement blinds and curtains at North Heath Hall of £780 from R&R EMR and £895 for repairs to the partition wall at RMH from R&R EMR

Summary

Both income and expenditure were broadly in line with the anticipated levels at the end of month 9, and it was hoped that the income situation will continue to improve over the remaining winter months.

55.2 Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30th November 2025 and 31st December 2025 had been emailed to the Committee separately.

The Bank Reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30th November 2025 and 31st December 2025 were **NOTED**, and it was **AGREED** these would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

55.3 VAT Analysis

Members **NOTED** the summary sheet for the 3rd quarter of 2025/26 as circulated with the Agenda.

FA/56/26 Property Portfolio

The clerk gave an update on the Mowbray Community Building. Members felt there were no further points for discussion on this item at the current time.

FA/57/26 Property Reinstatement Valuations

Members **NOTED** the recommendation from the last property valuations in 2022, that they be reviewed every three years.

Following discussion, it was **AGREED** to proceed with the valuations in 2026/27 at an estimated costs of £1,845 plus VAT, noting that these would require a Supplemental Budget to Professional Services, funded by General Reserves, and that as per FR 5.17, approval could be given for this by the Committee.

It was also **AGREED** that when preparing the budget figures for 2027/28, regular earmarking of 25% of the estimated costs (£461) should be included to build a fund to ensure the process could be completed every 4 years.

FA/58/26 Grant applications

The Committee **NOTED** that a sum of £4,505 remained available in the Grant Budget.

Cllr. Torn left the meeting and Cllr. Smithurst chaired the following item

58.1 Members **AGREED** to a Grant of £1,000 to Southwater Bridge Club and also suggested that the Club be assisted by the Parish Council in publicity to recruit new members

Cllr. Torn returned and chaired the remainder of the meeting

58.2 Members **AGREED** to a Grant of £450 to the Friendship Club

58.3 Members **AGREED** to a Grant of £1,400 to 4 Sight Vision

FA/59/26 Date of next meeting

The next meeting was scheduled to take place on 23rd April 2026 (scheduled).

FA/60/26 Exclusion of Press and Public

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to contractual matters

FA/61/26 Debtors

Members received the summary of sums outstanding and **NOTED** that there were no sums overdue by more than 60 days without satisfactory explanation. It was therefore **AGREED**, that no further action was necessary.

There being no other business, the Chairman closed the meeting at 7.44pm.

Signed

Date