



## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 4<sup>th</sup> DECEMBER 2025 COMMENCING AT 6.30pm

**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  
1 member of the public (part of meeting)

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#### **FA/37/25 Public Forum**

There was one member of the public present to answer any questions regarding the grant application.

#### **FA/38/25 Apologies**

There were no apologies for absence from Cllr. Turner, with all other members present.

#### **FA/39/25 Declarations of Interest**

There were no declarations of interest.

#### **FA/40/25 Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 23<sup>rd</sup> October 2025 were agreed and were signed by the Chairman as being a correct record.

#### **FA/41/25 Chairman's Announcements**

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

41.1 A grant application had been received from an individual running the London Marathon to raise money for St Catherine's Hospice. The applicant was advised that, as per the Grants Policy, applications could not be from individuals, but they were advised that the Parish Council had awarded a Grant to St Catherine's earlier this year.

41.2 A letter of thanks had been received from Citizens Advice West Sussex for the £500 grant awarded and copy circulated by email.

41.3 West Sussex Pensions had advised that the Triennial Actuarial Assessment as at 31<sup>st</sup> March 2025 has been completed, and the initial results were available by email on request. The new employer contribution effective for three years with effect from 1<sup>st</sup> April 2026 will be 15% - a reduction of 3.2% on the current rate. In addition, the Government is consulting on changes to the LGPS including an increase to the Minimal Normal Pension Age and access to the LGPS for mayors and councillors. However, as the latter (as per the Explanatory Note to the Draft SI) only applies to "elected members of local authorities in England (namely councillors and mayors of county councils, district councils, London Borough councils, combined authorities, combined county authorities, and the Greater London Authority" and therefore not Parish Councillors, the consultation will not automatically be referred to the Council for consideration.

**FA/42/25** In accordance with SO 10 (a) (vi), Members **AGREED** to vary the order of business and take Agenda item 10 next.

**FA/43/25 Grant applications**

The Committee **NOTED** that a sum of £5,605 remained available in the Grant Budget.

43.1 Members **AGREED** to a Grant of £1,100 to Earles Meadow Conservation Group

**FA/44/25 Review of Finances to 31<sup>st</sup> October 2025**

**44.1 Finance Report to show income, expenditure and reserves to 31<sup>st</sup> October 2025**

**Funding at 31<sup>st</sup> October 2025**

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
<b>Total</b>	<b>415,216</b>

**Income to 31<sup>st</sup> October 2025**

Cost Centre	Actual income	Annual Budget	Estimated income to 31 <sup>st</sup> Oct*
Admin	13,754	20,000	11,667
Allotments**	1,092	1000	1,000
North Heath Hall	46,959	73,000	42,583
Holbrook Tythe Barn	23,426	46,000	26,833
Multi Court Lettings	13,648	28,000	16,333
Roffey Millennium Hall	43,859	78,000	45,500
<b>Total</b>	<b>142,738</b>	<b>246,000</b>	<b>143,916</b>

**Expenditure to 31<sup>st</sup> October 2025**

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> Oct*
Admin	34,377	59,810	34,889
Grants	4,394	10,000	5,833
Burial***	3,730	7,900	4,608
Personnel	216,983	390,150	227,588
Allotments	926	1,940	1,132
Amenity, Recs and Open Spaces	41,579	68,100	39,725
North Heath Hall	17,514	35,980	20,988
Holbrook Tythe Barn	12,505	25,880	15,097
Roffey Millennium Hall	28,352	51,270	29,908
<b>Total</b>	<b>360,360</b>	<b>651,030</b>	<b>379,768</b>

\*Total cost centre budget for 2025/26 divided by 7/12th.

\*\*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 31<sup>st</sup> October 2025, as detailed above and circulated prior to the Meeting, were **NOTED**.

**Income**

Overall, the anticipated income was less than 1% under budget. The income from the halls was approx. 2.5% below the anticipated level at the end of month 7, a reduction of the 5% below budget at the end of month 6. It was hoped that the situation would continue to improve over the coming months, with the use of the multicourts increasing during the winter.

## **Expenditure**

There had been a further slight reduction in the underspend which was 5% at the end of the month, compared to approx. 6% lower than anticipated at the end of month 6.

## **Reserves**

As at 31st October 2025 remaining funds, including the full year precept payment received, together with General Reserves, stood at £438,485.

In addition, there continued to be Earmarked Reserves of £241,535 a reduction of £1,950 at the end of month 6, due to the 50% deposit for the car park works at Holbrook Tythe Barn.

## **Summary**

Both income and expenditure were broadly in line with the anticipated levels at the end of month 7, and it was hoped that the income situation will continue to improve over the winter months.

## **44.2 Bank Reconciliations**

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 31<sup>st</sup> October 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 31<sup>st</sup> October were **NOTED**, and it was **AGREED** these would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

### **FA/45/25 Internal Control Working Party**

Members **NOTED** the Notes of the last meeting held on 24<sup>th</sup> November 2025, with no issued identified.

Members received the explanation regarding the calculations of the fees for a regular term time only hirer which were spread evenly throughout the year and it was **AGREED** that when next calculated, copies of the relevant screenprints should be retained for the appropriate Internal Control Working Party meeting.

### **FA/46/25 Budget Forecast for 2025/26 and Budget Proposals for 2026/27**

Members received and **NOTED** the updated draft Forecasts, Budgets and Precept calculations.

The Clerk reported that recent issues with hardware had resulted in two incidents where the RBS system, used for all bookings and finance, had been unavailable for several days. This had demonstrated a vulnerability which could seriously impact on the Council services and therefore, the Clerk had obtained a quotation for RBS' new Cloud offer. Therefore, it was **AGREED** that the Council should pursue this option and as a result, with regard to the circulated papers, the Professional Services Budget (4058/101) would be increased by £1,000 and the allocation to the Repair and Renewals EMR decreased to £29,000.

Following discussions it was **AGREED** to **RECOMMEND** to Council :-

- i. Forecast for year ending 31<sup>st</sup> March 2026
- ii. Budget for year ending 31<sup>st</sup> March 2027

- iii. Precept requirement of £416,789 for the year ending 31<sup>st</sup> March 2027 equivalent to a Band D property charge of £45.74 per annum - an increase of 2.3% on the 2025/26 per house charge or £1.01 per annum/£0.08 per month.

**FA/47/25 Internal Audit Report 2025/26 (Interim)**

Members **NOTED** the document as circulated with the Clerk's report and that this contained no comments or recommendations.

**FA/48/25 Policies**

Members **AGREED** to **RECOMMEND** to Council the adoption of the Employer's Discretion Policy.

**FA/49/25 Date of next meeting**

The next meeting was scheduled to take place on 19<sup>th</sup> February 2026 (scheduled).

There being no other business, the Chairman closed the meeting at 6.53pm.

Signed .....

Date .....