



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 23rd APRIL 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/62/26 Public Forum

There were no members of the public present.

FA/63/26 Apologies

There were no apologies as all Committee Members were present.

FA/64/26 Declarations of Interest

Cllr. Smithurst declared an Ordinary Interest in relation to the grant application from Holbrook Primary School as he was a Governor at the school.

FA/65/26 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 19th February 2026 were agreed and were signed by the Chairman as being a correct record.

FA/66/26 Chairman's Announcements

66.1 A letter of thanks has been received from 4 Sight Vision for the £1,400 grant awarded and copy will be circulated by email.

66.2 At the end of last year, HDC advised that the Parish Council could qualify for the new Retail, Hospitality and Leisure Multiplier (which replaced Retail, Hospitality and Leisure Relief) with effect from 1st April 2026. The requested information was provided to HDC and as a result, as per the Business Rate bills which have now been received, the Rates have decreased as follows :-

- North Heath Hall - 12% reduction
- Holbrook Tythe Barn - 11% reduction
- Roffey Millennium Hall - 17% reduction

66.3 When the new PC's were installed last year, part of the process included the migration of the HR element of our Shared Data to Microsoft SharePoint. At that time, the bulk of the Shared Data was not moved across as the work was more substantial and time consuming and had not been scheduled into the programme of work. The Council's IT support provider has now confirmed the cost for the migration as £350 plus VAT. The work to provide a greater level of security and resilience will therefore be undertaken in the new Financial Year and will be funded by the IT Costs Budget.

66.4 As Members were notified by email, and following positive feedback to the suggestion, Petty Cash will now be accessed via a payment direct to either the Clerk or Deputy Clerk who can then access the cash equivalent, avoiding approx. £5 of charges for every £100 of petty cash access.

FA/67/26 Review of Finances to 31st March 2026

67.1 Finance Report to show income, expenditure, reserves to 31st March 2026

Supporting Finance documents including the Income and Expenditure and Reserves reports for the full year to 31st March 2026 had been circulated with the Agenda and their receipt was **NOTED**.

In addition, a summary of the Reserves (both Earmarked and General) was **NOTED**. Members commented that the level of General Reserves had increased since March 2025 but that these higher levels would be required to replenish the Reserves for Elections and VAT which are not usually utilised.

67.2 Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 31st January, 28th February and 31st March 2026 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 31st January, 28th February and 31st March 2026 were **NOTED**, and it was **AGREED** these would be signed by the Chairman after the meeting to confirm their agreement with the bank statements.

67.3 VAT Analysis

Members **NOTED** the summary sheet for the 4th quarter of 2025/26 as circulated with the Agenda and that the limit of £7,500 would not be exceeded.

It was suggested that should the De Minimus limit be breached in future years, the VAT liability be accrued in the end of year accounts to show it accounted for in the year to which it applied.

FA/68/26 End of Year Accounts and Annual Governance and Accountability Return (AGAR) for the Year ended 31st March 2026

Member's **NOTED** Section 2 of the AGAR as circulated, together with the Balance Sheet, Bank - Cash & Investment Reconciliation and Earmarked Reserves summary, all at 31st March 2026.

Discussion took place regarding the recording of Fixed Assets, which are not included on the Balance Sheet but are instead a specific item within Section 2 of the AGAR.

Following the discussion around Fixed Assets and specifically the Council's properties, it was suggested that at the next Asset Transfer Working Group Meeting, consideration be given to requesting the transfer of the Freehold of Roffey Millennium Hall.

Following discussion, it was **AGREED** to **RECOMMEND** to Council the approval of the figures which form Part 2 of the AGAR for 2025/26 as circulated.

FA/69/26 Internal Control Working Party

Members **NOTED** the Notes of the last meeting held on 23rd February 2026, with no issues identified.

Members noted that the focus of the next meeting, would be section (ii) of the reviewed Action Plan namely identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant.

FA/70/26 Direct Debit and Standing Order Review

As per the Financial regulations 6.6, it is necessary for the Council to review and approve the use of any and all Direct Debits and Standing Orders.

Following a review, Members are asked to note the following active Direct Debits and Standing Orders :-

British Gas Business	Gas & Electricity supply to North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
Business Stream	Water supply to North Heath Hall, Holbrook Tythe Barn, Roffey Millennium Hall and Allotments
Carnah Events Ltd	Bimonthly editorial in Horsham Pages publication
Hiscox	Insurance
Horsham District Council	National Non-Domestic Rates for North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
Horsham District Council	Refuse Collection, Dog & Litter Bins
ICO	Annual Registration
EDF Energy	Electricity for street lighting
Pitney Bowes	Franking Machine and postage
Lloyds Bank	Monthly Bank Charges

FA/71/26 Appointment of Internal Auditor

As per the Clerk's report, The Parish Council's three-year agreement with Mulberry Local Authority Services would be coming to an end with the 2025/26 financial year.

The Council therefore considered the re-appointment of an Internal Auditor and as per the Terms of Reference included in the Standing Orders approved in July 2025, **NOTED** that the Finance & Administration Committee had the authority to do this.

A summary of the services provided by Mulberry LAS, and the costs involved had been circulated by email for Members' consideration and following discussion, the reappointment of Mulberry Local Authority Services for the provision of the Internal Audit function was **AGREED** and that once again, this should be way of a three-year agreement ending with the 2028/29 financial year.

Members agreed that, as was stated in the Clerk's report, the attending auditor to be rotated to provide a fresh perspective.

FA/72/26 Grant applications

The Committee **NOTED** that a sum of £12,000 remained available in the Grant Budget.

73.1 Members **AGREED** to a Grant of £300 to St Catherine's Hospice

73.2 Members **AGREED** to a Grant of £550 to Holbrook Primary School for the purchase of a wigwam.

FA/73/26 Date of next meeting

The next meeting was scheduled to take place on 11th June 2026 (scheduled).

There being no other business, the Chairman closed the meeting at 7.51pm.

Signed

Date