



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 11th JUNE 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/01/26 **Elect a Chairman**

Following nomination by Cllr. Davidson-Fernandez and seconding by Cllr. Wilton, Cllr. Torn was **ELECTED** as the Chairman of the Committee for the 2026/27 municipal year.

FA/02/26 **Elect a Vice- Chairman**

Following nomination by Cllr. Wilton and seconding by Cllr. Turner, Cllr. Smithurst was **ELECTED** as the Vice-Chairman of the Committee for the 2026/27 municipal year.

FA/03/26 **Public Forum**

There were no members of the public present.

FA/04/26 **Apologies**

Apologies for absence had been received from Cllr. Smithurst.

FA/05/26 **Declarations of Interest**

There were no declarations.

FA/06/26 **Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 23rd April 2026 were agreed and were signed by the Chairman as being a correct record.

FA/07/26 **Chairman's Announcements**

Members **NOTED** the following announcements :

- 7.1 A copy had been circulated of an email from St Catherine's Hospice, thanking the Committee for the grant of £300 including an invitation to visit them.
- 7.2 A copy had been circulated of an email received from Home Start CHAMS thanking the Committee for the grant of £1,100.
- 7.3 The 1st half year payment of £6,618.46 from HDC for the Environmental Cleansing Grant was due to be paid to the Council on 15th June 2026.

FA/08/26 **Review of Finances to 30th April 2026**

Finance Report to show income, expenditure and reserves to 30th April 2026

Funding at 30th April 2026

Precept (half year)	208,395
CIL Funding	8,347
Total	216,742

Income to 30th April 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th April*
Admin	1,563	20,000	1,667
Allotments**	1,134	1,150	1,150
North Heath Hall	6,190	88,000	7,333
Holbrook Tythe Barn	2,852	44,000	3,667
Multi Court Lettings	1,726	26,000	2,167
Roffey Millennium Hall	6,392	78,000	6,500
Total	19,857	257,150	22,484

Expenditure to 30th April 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th April*
Admin	5,464	63,890	5,324
Grants	850	12,000	1,000
Burial***	0	7,900	658
Personnel	31,095	389,200	32,433
Allotments	300	2,005	167
Amenity, Recs and Open Spaces	1,926	71,913	5,993
North Heath Hall	2,174	43,210	3,601
Holbrook Tythe Barn	3,616	32,286	2,691
Roffey Millennium Hall	4,822	57,968	4,831
Total	50,247	680,372	56,698

*Total cost centre budget for 2026/27 divided by 1/12th.

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

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

Income

The income was 12% lower than was budgeted for at the end the first month of the 2026/27 year, which was slightly worse than the position at this point in the previous year when it was 7% below budget.

Expenditure

Expenditure was more than 11% lower than would be expected at the end of month 1 which was partly explained by the Burial charges only being invoiced in months 2,5 8 and 11. However, this was a greater difference than in April 2025 when the gap was only 7%.

Reserves

As previously agreed, from the General Reserves of £324,624 at 31st March 2026, £6,000 had been Earmarked for Elections, £5,000 for NHH Heating, £5,000 for the RMH lift and £29,000 to replenish the Repairs and Renewals EMR, £5,000 for VAT Contingency and £10,000 for the Mowbray Community Facility. Therefore, as at 30th April 2026 remaining funds, including the 1st half year precept payment and General Reserves, stood at £442,628.

In addition, there were Earmarked Reserves of £263,711.

Summary

There was £2,626 less income than budgeted for at the end of month 1 but this was more than offset by expenditure being £6,451 less than anticipated.

The Finance Report including Income and Expenditure and reserve balances as at 30th April 2026, as detailed above and circulated prior to the Meeting, were **NOTED**.

ii. Bank Reconciliations

The cashbooks, bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30th April 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 30th April 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.

iii. Analysis of direct costs for Halls and Multi Courts

Members **NOTED** the total direct expenditure for running the halls and multi- courts for 2025/26 was £208,661 against income of £226,707.

Furthermore, making assumptions for the administration time associated with the use of the halls Members **NOTED** the revised total direct expenditure for running the halls and multi-courts for 2025/26 could be estimated at £254,637.

FA/09/26 Litter Warden direct costs 2024/26

As was noted in the Clerk's report, Horsham District Council provides an annual Environmental Cleaning Grant to cover the cost of litter picking in North Horsham, with the grant paid in two instalments. The total Grant received for 2025/26 was £12,752. It was subsequently **NOTED** that the expenditure on Litter Wardens for 2025/26 was £12,441 and that this was offset by the Environmental Grant from Horsham District Council.

FA/10/26 Financial Regulations

Members **NOTED** the Financial Regulations, based on the 2025 NALC Model, as attached to the Agenda and that there were no suggested amendments.

Members subsequently **AGREED** to **RECOMMEND** to Council the reviewed Financial Regulations, as based on the NALC model, with the no further amendments.

FA/11/26 Property Reinstatement Cost Assessment (RCA)

Following agreement at the previous meeting (Min. FA/57/26 refers), Cardinal Risk Management had been instructed to undertake the exercise and a copy of the report for each building had been circulated to Members via email.

It was **NOTED** that the figures for the cost of reinstatement were approx. 9% higher than those stated in the 2022 Assessments but that the current valuations covered by the Insurance policy with effect from the renewal on 1st June, were 18% higher than the new RCAs.

The Council's insurance Broker had been approached for clarification of any reduction in premium should the sums assured be reduced in line with the RCAs and a response was awaited.

Following discussion it was **AGREED** that the insured amounts should be adjusted in line with the RCAs and any reduction in premium applied.

FA/12/26 Policies

Following discussion, Members **AGREED** to **RECOMMEND** to Council the reviewed :

- 12.1 Treasury Management Policy
- 12.2 Corporate Branding Policy

FA/13/26 Date of next meeting

The next meeting was scheduled to take place on 13th August 2026.

There being no other business, the Chairman closed the meeting at 7.37pm.

Signed

Date

Unconfirmed