



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 13th AUGUST 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/14/26 Public Forum

There were no members of the public present.

FA/15/26 Apologies

Apologies for absence had been received from Cllr. Smithurst.

FA/16/26 Declarations of Interest

Cllr. Torn disclosed a DPI in relation to Agenda item 8.2 due to his involvement with Home Start CHAMS and stated that he would leave the meeting for both the discussion and vote for this item only.

FA/17/26 Minutes

The Minutes of the Finance and Administration Committee Meeting held on 11th June 2026 were agreed and were signed by the Chairman as being a correct record.

FA/18/26 Chairman's Announcements

Members **NOTED** the following announcements with further details given in the Clerk's report:

18.1 British Gas had advised that two new, non-energy costs (a new levy and a significant increase in network costs) would be added to future bills. The additional charges were industry wide and even though the electricity contracts had only recently been re-negotiated they were unavoidable. The estimated additional monthly costs (calculated using assumptions based on previous usage) would be £50 at RMH, £13 for HTB and £17 at NHH.

18.2 An email had been received from Southwater Bridge Club thanking the Council for the grant paid earlier in the year and advising that the continuation of the club had been entirely down to the grant. The club has also been once again offered assistance from the Parish Council with the promotion of the club via social media in an attempt to get new members.

FA/19/26 Review of Finances to 30th June 2026

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

Funding at 30th June 2026

Precept (half year)	208,395
Environmental Grant	6,618
CIL Funding	8,347
Total	223,360

Income to 30th June 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th June *
Admin	4,999	20,000	5,000
Allotments**	1,134	1,150	1,150
North Heath Hall	20,950	88,000	22,000
Holbrook Tythe Barn	10,957	44,000	11,000
Multi Court Lettings	4,594	26,000	6,500
Roffey Millennium Hall	20,009	78,000	19,500
Total	62,643	257,150	65,150

Expenditure to 30th June 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th June*
Admin	15,019	63,890	15,973
Grants	850	12,000	3,000
Burial***	1,865	7,900	1,975
Personnel	92,703	389,200	97,300
Allotments	438	2,005	501
Amenity, Recs and Open Spaces	13,129	71,913	17,978
North Heath Hall	5,333	43,210	10,803
Holbrook Tythe Barn	7,289	32,286	8,072
Roffey Millennium Hall	9,447	57,968	14,492
Total	146,073	680,372	170,094

*Total cost centre budget for 2026/27 divided by 4/12th.

**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 4% lower than was budgeted for at the end of month 3, which was slightly improved on the position at the end of month 2. It was noted that the income stream that is the most below target is for the Multicourts, but this is because the majority of income comes in the winter months.

Expenditure

Expenditure was around 14% lower than would be expected at the end of month 3.

Reserves

General Reserves, including the 1st half year precept receipt, stood at £396,206 at the end of month 3.

In addition, there were Earmarked Reserves of £262,963.

Summary

There was £2,507 less income than budgeted for at the end of month 3 but this was more than offset by expenditure being £24,020 less than anticipated.

The Finance Report including Income and Expenditure and reserve balances as at 30th June 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 31st May and 30th June 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 May and 30th June 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. VAT Analysis to 30th June 2026

Members **NOTED** the VAT summary for the 1st quarter of 2026/27 as circulated with the Agenda.

FA/20/26 Internal Control Working Party

Members received and **NOTED** the Notes of the meeting held Monday 8th June 2026 (as circulated with the Agenda) with no issues being identified.

Members also **AGREED** the focus for the next meeting in September would be item iii) of the Action Plan namely to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures

FA/21/26 Grant Applications

The Committee **NOTED** that a sum of £11,150 remained available in the Grant Budget.

21.1 Members **AGREED** to a Grant of £2,500 for North Horsham Community Land Trust

Cllr. Torn left the meeting due to his earlier DPI and in the absence of the Vice-Chairman, Cllr. Wilton chaired the following item

21.2 Members **AGREED** to a Grant of £1,300 for CHAMS

Cllr. Torn returned to the meeting and resume as Chair of the meeting

FA/22/26 Date of next meeting

The next meeting was scheduled to take place on 22nd October 2026 and would be the preliminary Budget discussions.

FA/23/26 Exclusion of Press and Public

Members **RESOLVED** that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to contracts.

FA/24/26 Debtors

Members received the summary of sums outstanding and **NOTED** and there were no sums overdue by more than 60 days. It was **AGREED** that no further action was necessary.

There being no other business, the Chairman closed the meeting at 7.38pm.

Signed

Date