



Clerk to Council
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Minutes of the Finance Committee Meeting Held at Copsale Hall on Wednesday, 3rd September 2025 at 7:00pm

Present:

Cllr S Catterall (Chair), Cllr D Cotton, Cllr V Court, Cllr C Kenny.

In Attendance:

Mrs L Wilcock (Clerk to the Parish Council)

Members of the Public: 1

Cllr S Newell observed the meeting.

Meeting opened at 1912hrs

FC01-25/26 Attendance and Apologies for Absence

Apologies for absence were received and approved from Cllr W Bayley.

FC02-25/26 Declarations of Interest

No declarations of interest were received.

FC03-25/26 Chairman's Announcements

No announcements were made.

FC04-25/26 PUBLIC SESSION

No public were present.

FC05-25/26 MEETING NOTES

The Committee reviewed the notes of the previous Finance Committee meeting. Outstanding actions were noted and updates provided as follows:

FC06-25/26 AUDIT ACTIONS

Conclusion of Audit – The Committee received the conclusion of audit and accompanying report.

i.

Comments to do with the level of reserves held. The Committee discussed taking this matter forward to the budget plan to determine how funding levels should be allocated. It was noted that additional assets are likely to be placed under the responsibility of the Parish Council in the future, and that allocations should be ordered in a balanced manner. The Council's prudent approach was acknowledged, with a small buffer already built up. It was proposed to create an EMR all 3 assets become Parish property. A provisional sum of £20,000 was suggested for parish assets. It was further agreed to update the Parish Plan, with the Clerk to prepare a business plan, consider small improvements in each area, and review the reserves.

ii. **Audit Actions** – No further actions were noted.

FC07-25/26 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Committee noted the CIL report on past expenditure. It was agreed that the Nuthurst Parish Council CIL Report for September 2025 would be submitted to Horsham District Council, with the inclusion of the spend on the playground and the grant awarded to Copsale Hall, together with the relevant dates of expenditure.

FC08-25/26 BUDGET FY26/27

The Committee discussed potential items for inclusion in the draft budget for the financial year 2026/27. It was agreed that Cllr Stuart Catterall would be appointed to prepare the initial draft budget for consideration at the next meeting.

FC09-25/26 HDC ASSET TRANSFER

i. Asset Register

The Committee reviewed the HDC Asset Register. The Clerk referred to the Horsham District Council *Community Asset Transfer Policy* (July 2025), highlighting the requirements for registering interest in assets and the need for detailed business plans for each asset under consideration. It was agreed to allocate an Earmarked Reserve (EMR) of £30,000.

ii. Expenditure

It was agreed that predicted expenditure would be allocated to cover areas including the contract, community engagement, start-up costs, legal expenses, and the preparation of business plans.

FC010-25/26 BANKING ARRANGEMENTS

The Committee confirmed and agreed the authorised signatories for all Parish Council bank accounts as: Cllr Colin Kenny, Cllr Dave Cotton, Cllr Val Court, Cllr Stuart Catterall and the Clerk and RFO.

Date of Next Meeting: An informal Budget and Parish Plan meeting will be held on **25th September 2025 at 6:00pm in Copsale Hall**. The purpose of this meeting is to prepare recommendations to bring to Full Council.

Meeting closed at 2021hrs

Signed: Dated: