



North Horsham Parish Council

Roffey Millennium Hall,
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5th October 2017

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 12TH OCTOBER 2017 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA (Hons) FILCM

Committee

Cllr A Britten
Cllr P Burgess
Cllr M Loates
Cllr R Millington
Cllr J Smithurst
Cllr S Torn (Chairman)
Cllr S Wilton

AGENDA

- 1. Election of Vice Chairman**
Recommendation:- To elect a Vice Chairman.
- 2. Public Forum.**
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 3. Apologies.**
Recommendation:- To receive apologies for absence.
- 4. Minutes.**
Recommendation:- To approve and sign the Minutes of the meeting on 31st August 2017.

5. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.

Horsham District Council Parks and Countryside Manager will present proposals regarding the existing charging and future management of the Cemetery.

6. **Chairman's Announcements**
Recommendation:- To note the Chairman's Announcements.

7. **Notes from Internal Controls Working Party**
Recommendations:- to receive the notes of the Internal Controls Working Party held on 2nd October 2017 and note any actions.

8. **Financial Review to 30th September 2017**
Financial Report to 30th September 2017 including reserve balances and balance sheet. Bank reconciliation and VAT Summary to 30th September 2017.

Recommendation:-

1. **To note the Financial Report to 30th September 2017 including reserve balances and balance sheet.**
2. **To note that confirmation of the verification of the bank reconciliation at 30th September 2017 had been undertaken by the Chairman of the meeting.**
3. **To note the VAT Summary to 30th September 2017.**
4. **Recommendation from the Internal Controls Working Party to review the level of reserves.**

9. **Forecast for 2017/18 and Budget for 2018/19**
Recommendation:- To put forward a forecast for 2017/18 and budget for 2018/19 for the Finance and Administration to the precept calculation process.

10. **Precept for 2018/19**
Recommendation:- To note information already available for inclusion in the precept making process.

11. **Business Plan 2017- 2022 – Review**
Recommendation:- To recommend any amendments to the Business Plan to full Council.

12. **Roffey Cemetery**
Recommendation:- To consider proposals put forward by Horsham District Council.

13. **Grant Policy – review**
Recommendation:- To recommend the attached Grants Policy, application guidance and application form to full Council.

14. **Grant Applications**
There remains £5,020 in the budget for 2017/18 for grant funding.
Recommendation:- To consider grant applications as follows:-
1. **1st Holbrook Brownies – Sponsorship of Young Leader to work on an international service project - £300.**
 2. **Cruse Bereavement Care – Support for core work - £ 500.**

3. **Crawley, Horsham and Mid-Sussex Home Start – Support for core work - £700**
4. **West Sussex Mediation Service – Support for ongoing costs - £500.**

15. Exclusion of Press and Public

Recommendation:- To resolve 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 is covered by data protection.

16. Roffey Millennium Hall

Recommendation:- To explore solutions to resolve an emerging issue.

17. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 14th December 2017 (Scheduled)

Parish Clerk: Pauline Whitehead BA(HONS) FILCM