

Dear Councillor

5th May 2016

You are hereby summoned to attend the Annual Meeting of North Horsham Parish Council to be held on **Thursday 12th May 2016 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Yours sincerely,

Sue Kemp – Parish Clerk

AGENDA

- 1. To elect a Chairman for the forthcoming Council year**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. To elect a Vice Chairman for the forthcoming Council year**
- 4. To receive the Vice Chairman's Declaration of Acceptance of Office**
- 5. Public Forum**
Members of the public are invited to put questions or draw relevant matters to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person
- 6. To accept apologies for absence**
- 7. To approve and sign the Minutes of the Council Meeting held on 17th March 2016**
- 8. To receive any Declarations of Interest from Members of the Committee**
- 9. To receive and adopt the Minutes of -**
 - (a) Property Committee – 7th April 2016**
 - (b) Planning, Environment and Transport Committee – 14th April 2016**
- 10. To receive the Minutes of the Annual Meeting of the Electors of the Parish of 25th April 2016 and consider any requests**

- 11. Chairman's Announcements**
- 12. To consider two Casual Vacancies to the Parish Council - Roffey North and South Wards**
- 13. To appoint Members to Council Committees –**
 - (a) Finance and Administration Committee**
 - (b) Property Committee**
 - (c) Planning, Environment and Transport Committee**
 - (d) Personnel Committee**
 - (e) Local Plan Committee**
- 14. To appoint or nominate representatives to outside Organisations**
- 15. To note Reports from representatives to outside organisations**
- 16. To consider the final Report of the Internal Auditor for 2015/2016**
- 17. To review the effectiveness of the Council's system of Internal Control**
- 18. To consider and approve the Annual Governance Statement - Section 1 of the Annual Return**
- 19. To consider and approve the Accounting Statements – Section 2 of the Annual Return**
- 20. To note the dates for the Public Inspection period**
- 21. To note other documentation required to be sent with the Annual Return for External Audit**
- 22. To consider the Council's internal Budget Monitoring information at 31.3.2016**
- 23. To approve payments made by Direct Debit or Standing Order**
- 24. To confirm the appointment of the independent Internal Auditor for the financial year 2016/2017**
- 25. To consider a draft Policy and Conditions of Hire in relation to the Multi Courts at Holbrook Tythe Barn**
- 26. To review the current Policies of the Parish Council**

- 27. To review the Parish Council's current Standing Orders**
- 28. To review the Parish Council's Financial Regulations**
- 29. To approve Accounts for Payment**
- 30. Date of next Meeting – Thursday 25th June 2016**