

Dear Councillor

9th May 2014

You are hereby summoned to attend the Annual Meeting of North Horsham Parish Council to be held on **Thursday 15th May 2014 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 20th March 2014**
- 8. To receive any Declarations of Interest from Members of the Committee**
- 9. To receive and adopt the Minutes of -**
 - (a) Property Committee – 8th April 2014**
 - (b) Planning, Environment and Transport Committee – 17th April and 1st May 2014**
- 10. To receive the Notes of the Holbrook Community Group meeting of 7th April 2014 and consider any requests**

- 11. To receive the Minutes of the Annual Meeting of the Electors of the Parish of 28th April 2014 and consider any requests**
- 12. To appoint Members to Council Committees –**
 - (a) Finance and Administration Committee**
 - (b) Property Committee**
 - (c) Planning, Environment and Transport Committee**
 - (d) Personnel Committee**
- 13. To appoint or nominate representatives to outside Organisations**
- 14. To note Reports from representatives to outside organisations**
- 15. Chairman's Announcements**
- 16. To review the current Policies of the Parish Council –**
 - (a) To consider an amendment to the Policy and Conditions of Hire in relation to Council owned Premises**
 - (b) To consider an amendment to the Disciplinary Policy and Procedure (Staff Handbook)**
 - (c) To review all other Council Policies**
- 17. To review the Parish Council's current Standing Orders**
- 18. To note information regarding the Parish Council's year end accounts – 2013/2014**
- 19. To confirm the appointment of the independent Internal Auditor for the financial year 2014/2015**
- 20. To consider Financial Matters -**
 - (a) To approve Accounts for Payment**
 - (b) To approve payments made by Direct Debit or Standing Order**
 - (c) To note information regarding the Council's Financial Regulations**
- 21. Date of next Meeting – Thursday 26th June 2014**