

Dear Councillor

8<sup>th</sup> May 2015

You are hereby summoned to attend the Annual Meeting of North Horsham Parish Council to be held on **Tuesday 19<sup>th</sup> May 2015 at 7pm** 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. GUEST SPEAKER – David Kavanagh -Spall**  
**To discuss issues concerning the Earles Meadow Oak Tree**
- 4. To elect a Vice Chairman for the forthcoming Council year**
- 5. To receive the Vice Chairman's Declaration of Acceptance of Office**
- 6. 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
- 7. To accept apologies for absence**
- 8. To approve and sign the Minutes of the Council Meeting held on 19<sup>th</sup> March 2015**
- 9. To receive any Declarations of Interest from Members of the Committee**
- 10. To receive and adopt the Minutes of -**
  - (a) Property Committee – 9<sup>th</sup> April 2015**
  - (b) Planning, Environment and Transport Committee – 16<sup>th</sup> April 2015**

11. To receive the Minutes of the Annual Meeting of the Electors of the Parish of 27<sup>th</sup> April 2015 and consider any requests
12. To consider six Casual Vacancies to the Parish Council –  
Holbrook East – three  
Holbrook West – one  
Roffey North – one  
Roffey South - one
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. Chairman's Announcements
17. 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
  - (c) To review all other Council Policies
18. To review the Parish Council's current Standing Orders
19. To note information regarding the Parish Council's year end accounts – 2014/2015
20. To confirm the appointment of the independent Internal Auditor for the financial year 2015/2016
21. To consider Financial Matters -
  - (a) To approve Accounts for Payment
  - (b) To approve payments made by Direct Debit or Standing Order
  - (c) To review the Parish Council's Financial Regulations
22. Date of next Meeting – Thursday 25<sup>th</sup> June 2015