

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 1ST SEPTEMBER 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Please note – the meeting has been moved to the South Hall.

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1.	Public Forum.
	Members of the public are invited to put questions or draw relevant matters to the Council'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.
2.	Apologies for Absence.
	Apologies and reasons for absence to be given to the Clerk.
4.	Declarations of Interest.
	Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a Disclosable Pecuniary Interest , Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.
5.	Councillor vacancy in Roffey South – Co-option procedure.
	There has been one application for the vacancy for a Councillor in Roffey South. The application has been circulated separately.(Annex 1) The Co-option process will be conducted in open session. The Council does not have to co-opt the applicant, if it chooses not to. (SALC advice). The applicant has been invited to attend the Council meeting. The meeting will be adjourned and the applicant will be invited to make a brief presentation about themselves and answer any questions that Members may have. Once the meeting has resumed, voting will be by way of a show of hands. Members are advised that the successful candidate must receive an

	<p>absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972).</p> <p>Should the applicant be successful she will be required to sign a Declaration of Acceptance of Office.</p> <p>At the end of the meeting, arrangements will be made for the new Councillor to meet with the Clerk to deal with further administrative matters.</p>
7.	Reports from Representatives on Outside Bodies
	<p>See Annex 2 – Cllr D Searle has submitted a report covering Biffa Wastes Depot Langhurstwood Road, Britaniacrest Recycling Ltd., Weinburger UK Brickworks, Horsham Town Community Partnership, HBC Burial Advisory Group.</p>
9.	Financial Matters.
	<ol style="list-style-type: none"> 1. Expenditure Lists and the Financial Report to 31st July 2016. (Annex 3) 2. To review the budget for 2016/17 and consider the impact on the budget for 2017/18. (Report to follow) 3. Financial Regulations. (Annex 4) 4. Write off of outstanding debt - Recommendation from Finance Committee. 5. Bank Mandates – A copy of the resolutions contained in the Declaration required to change the bank mandate at the Co-operative Bank is attached at Annex 5 6. Investments:- <p>At the June 2016 Finance Committee it was agreed to invest £100,000 in a three month fixed rate bond (0.65%) and £100,000 in a twelve month fixed rate bond (1.5%). At the time Lloyds bank was offering 0.5% on money held in the Business instant access account, so there were benefits to be gained. When the administration surrounding changing bank mandates had been completed the interest rates had dropped significantly to 0.5% and 1% respectively therefore the benefit was less attractive than previously. Also a cash flow review indicated that the impact on funds available could have been compromised. Therefore, this action was not completed.</p> <p>Since then there has been notification that the interest rate on the Lloyds Business Instant Access Account will reduce to 0.01%pa from 24th October 2016, however the cash flow review (Annex 6) indicates that sufficient money is not available in Lloyds bank to invest £200,000 at this time unless the Bank of Ireland deposit (see next item) was lodged with Lloyds.</p> <p>Bank of Ireland:- Funds of £73,119.19 (05.07.16) are currently held in the Bank of Ireland, but as the account has been dormant for three years the funds have to be moved to comply with Bank of Ireland policy. Details of alternative banking opportunities will be circulated separately.</p> 7. The letter of engagement from the Internal Auditor is attached at Annex 7.

	8. Revision of budget and initial indicator calculations for the precept 2017/18. An e-mailed document to follow.
10.	Planning Application – DC/16/1677 – Development of 2,750 houses on land north of Horsham
	In order to submit a comment on planning application DC/16/1677 the mechanism' for this needs to be agreed. Proposed suggestion:- To form a working party. Individual Councillors to submit their comments to the working party to be collated into a response with administration support from the Clerk. Should any additional professional support be required this to be agreed with a budget. Extraordinary Parish Council Meetings to be called as appropriate.
11.	Members' Allowances
	To consider the Updated Scheme of Members' Allowances which includes updates in Appendix 1 and 2. (Annex 8) To display a notice indicating an update to the Parish basic allowance payable to each Parish Councillor which is based on 9.4% of the amount agreed by Horsham District Council's Independent Remuneration Panel.
12.	Standing Orders
	Updated Standing Orders to comply with latest legislation (Annex 9).
13.	Policies
	Updated Handling of DBS Certificate Information Policy to comply with latest legislation. (Annex 10) Equal Opportunity and Diversity Policy to follow.
14.	Car Park in Godwin Way.
	Notes from the working party meeting held 17 th August 2016. (Annex 11)
15	Horsham Society
	The HDC "Horsham Town Local List" published February 2011 can be accessed at https://www.horsham.gov.uk/planning/design-and-conservation/listed-building/horsham-town-local-list [accessed -25.08.16]
16.	Infrastructure Delivery Plan
	To consider putting forward items for HDC Infrastructure Delivery Plan to include Upgrade of stage at North Heath Hall - £5,000 Extractor fans at North Heath Hall - £500 Fitness equipment at Amberley Close Playground and Birches Road Playground. £7,000 (Split into two bids – air skier and big shoulder wheel(supply, install and grass matting - £3,500 and cross skier and

	bicycle (supply, install and grass matting- £3,500) Air conditioning units at Roffey millennium Hall - £3,000 Boardwalks at Earles Meadow – being discussed at Property Committee October 2016. Disabled Access at Earles Meadow – being discussed at Property Committee October 2016..
18.	Removal of trees on Riverside Walk
	Details of request to follow.
19.	Correspondence List.
	(Annex 12.)
21.	Staff Matters
	Report to follow.
21.	DATE OF NEXT COUNCIL MEETING
	Thursday 10 th November 2016. (scheduled). Date of Extraordinary Parish Council to discuss DC/16/1677 to be arranged.

Pauline Whitehead
Clerk to North Horsham Parish Council

26th August 2016