

**NOTTH HORSHAM PARISH COUNCIL
THURSDAY 26th JUNE 2014 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

7. 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 now 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

8. RECOMMENDATIONS FROM THE FINANCIAL AND ADMINISTRATION COMMITTEE

The following Recommendations from the Finance and Administration (F&A) Committee meeting held on 5th June 2014 are put to Council for consideration –

(a) To approve new Financial Regulations

Members will find enclosed a copy of the draft new Financial Regulations for approval. The new model Financial Regulations have been formulated by the National Association of Local Councils (NALC). The new Regulations have been looked at by the Internal Controls Working Group and the Committee and the resultant draft is a mix of the Council's existing Financial Regulations and the new model.

RECOMMENDATION

That Council approve the new Financial Regulations

(b) To approve the Council's Consolidated Risk Assessment

Members will find enclosed a copy of the updated document. Members are advised that the external auditors require that a Financial Risk Assessment for the financial year 2013/2014 to be produced with the Annual Return and other papers. This document was formulated in April 2010 and has been updated and now requires approval by Council.

RECOMMENDATION

That Council approve the Consolidated Risk Assessment

(c) To consider a Revised Budget Estimate in relation to the Personnel Committee

Members will note from the Council and Committee Budget Monitoring information available that the Salaries Budget Head is overspent by £22,255 at 31.3.2014; with a Budget of £222,000. The overall Committee budget is overspent by £19,451). The reasons for this overspend are fully detailed in the Report to the F&A Committee meeting on 5th June 2014

RECOMMENDATION

That a revision is made to the Personnel Committee budget by adding £12,000 from General Reserves to the Salaries Budget Head.

9. CHAIRMAN'S ANNOUNCEMENTS

At the time of writing the Report there are no Chairman's Announcements

10. AMENDMENTS TO MEMBERS' REGISTERS OF INTERESTS

Members are asked to note that changes (additions, deletions or changes in address etc.) to their Registers of Interests must be notified to the Clerk who, in turn, will notify the Monitoring Officer. As Members are aware, the Registers are a matter of public record and as such are displayed on the Parish Council's website, with a link to that from the District Council's website.

Members will find enclosed the appropriate paperwork at the meeting to notify any such changes, which must be returned to the Clerk **within 28 days of the meeting**

RECOMMENDATION

That any changes to individual Members' Registers of Interests are notified to the Clerk

11. COUNCIL AND COMMITTEE BUDGET MONITORING

Members will find enclosed the internal spreadsheet detailing final Council and Committee Budget monitoring to 31st March 2014.

RECOMMENDATION

Members are asked to note the Budget Monitoring information

12. ACCOUNTS FOR THE YEAR END 31.3.2014

Members will find enclosed the papers for the year end 31.3.2014. Members may wish to note that there were no comments on the accounts from members of the Finance & Administration Committee. The requirement is that Sections 1 and 2 of the Annual Return are now signed by the Chairman and the Parish Clerk.

Members are asked to note that the Recommendation below is the Recommendation to Council from the Finance and Administration Committee meeting of 5th June 2014 –

RECOMMENDATION

- (a) That the year end accounts are approved**
- (b) That Section 1 of the Annual Return – the Accounting Statement - be signed by the Council Chairman**
- (c) That Section 2 of the Annual Return – the Annual Governance Statement - be signed by the Council Chairman**

13. NEIGHBOURHOOD PLAN

Members are advised that the Chairman of Council will address Members on this matter.

RECOMMENDATION

Members are asked to note this section of the Report

14. DEVELOPMENT NORTH OF THE A264

(a) Current Position

Members will be aware that at the Planning Committee meeting of 22nd May 2014 it was resolved by the Committee to secure legal representation with regard to the forthcoming Examination in Public (EIP), anticipated to be held in November.

Following on from this, Members are advised that the Chairman and Vice Chairman of Council, the Chairmen of the F&A and Planning Committees; together with representatives from Warnham and Colgate Parish Councils, met with barrister Ashley Bowes on 7th June 2014.

This was followed by a further Public Meeting hosted by the Parish Council held on 9th June 2014, when the announcement that Counsel was to be instructed to represent the Parish Council was greeted most warmly.

Members are advised that Counsel has now been formally instructed. Councillor Torn will be able to answer any further questions.

RECOMMENDATION

Members are asked to ratify the action of instructing Counsel

(b) Formation of a Local Plan Committee

Members are invited to consider the formation of an additional Committee to Council (Local Plan Committee), specifically to deal with work leading up to and including the EIP. This would have the benefit of not having to have a number of additional Council meetings between now and the EIP. In the event that this is approved, Members are asked consider the following –

- (i) That the Committee consists of five members - (currently suggested is the Chairman and Vice Chairman of Council, the Chairmen of F&A and Planning and one other), with a quorum of three Members
- (ii) That the Committee report solely to Council
- (iii) That the remit of the Committee be to undertake work in respect of the Parish Council's response at the EIP, attendance at the EIP and any other work that may rise from this
- (iv) That expenditure of the Committee be limited to £4,000 with further expenditure to be approved only by Council
- (v) That non-Council members may be co-opted to the Committee under S.13 of the Local Government and Housing Act 1989. (Note – as the Committee's work would not fall within the four stated exceptions in the Statute, such co-opted members would not have a right of vote).
- (vi) That a review of the existence of the Committee be undertaken in January 2015

It would be understood that when the Committee is meeting to discuss given legal advice in respect of its representation to and work in relation to the EIP that that part of the meeting would be in Closed Session. That said, however, it would also be understood that meetings would be open to the public and opportunity given for the public to ask questions and receive an update on progress.

RECOMMENDATION

- (a) **That Council approves the formation of a Local Plan Committee within the framework as set out above**
- (b) **That Standing Orders are amended to reflect the creation of the new Committee**

15. COUNCIL REPRESENTATION AT AGE UK HORSHAM

Members will recall that Councillors Brakes and Grant were nominated as the Council's representatives to Age UK Horsham at the May Council meeting, following the resignation by Councillor Searle from the Board.

The Council has now been informed by Age UK Horsham's Company Secretary that with regards to inviting an observer from the Parish Council to Board meetings, under the new Constitution there is no provision for this. Should, however, the Parish Council wishes to propose that there is continued representation on the Board, the Company Secretary has suggested that this is put as a formal proposal to the Board (via the Chair) for Board Members' consideration.

RECOMMENDATION

Members' views are sought

16. REPORTS REGARDING OUTSIDE ORGANISATIONS

At the time of writing the Report, there are no advance Reports

RECOMMENDATION

Members are asked to note this section of the Report

17. APPROVAL OF ACCOUNTS

The schedule of accounts for payment will be tabled at the meeting

RECOMMENDATION

That the payment of accounts is approved

18. DATE OF NEXT COUNCIL MEETING

Thursday 4th September 2014

19. EXCLUSION OF THE PRESS AND PUBLIC

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

RECOMMENDATION

That the Press and Public are now excluded from the meeting

20. PARISH COUNCIL ASSET

An update on this issue will be given at the Council meeting

Sue Kemp – Parish Clerk
18th June 2014