

Dear Councillor,

28<sup>th</sup> May 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee on **Thursday 4<sup>th</sup> June 2015 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

Yours sincerely,

Sue Kemp – Parish Clerk

### **AGENDA**

- 1. To elect a Committee Chairman for the forthcoming year**
- 2. To elect a Committee Vice Chairman for the forthcoming year**
- 3. To appoint Committee Members to the Internal Controls Working Group**
- 4. 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
- 5. To accept apologies for absence**
- 6. To approve and sign the Minutes of the meeting of 18<sup>th</sup> December 2014**
- 7. Chairman's Announcements**
  - (a) Letters of thanks received for grants awarded**
- 8. To receive any Declarations of Interest from Members of the Committee**
- 9. To note accounts at 31.3.2015 –**
  - (a) Committee and Council Budget monitoring – to 31.3.2015**
  - (b) The Council's VAT position at 31.3.2015**
  - (c) The final accounts for the year ended 31<sup>st</sup> March 2015**
- 10. To consider the Report of the Council's Internal Auditor**
- 11. To approve the latest Bank Reconciliation - at 30.4.2015**

- 12. To note the Council's VAT position at 30.4.2015**
- 13. To consider applications for grants and sponsorship -**
  - (a) Age UK – Horsham District**
  - (b) Horsham Town Community Partnership**
  - (c) Victim Support**
  - (d) West Sussex Mediation Service**
  
  - (e) Horsham in Bloom - sponsorship**
- 14. To consider the Council's Banking arrangements, to include –**
  - (a) disbursement of Parish Council cash holdings**
  - (b) arrangements for Internet banking**
- 15. Date of next meeting – Thursday 23<sup>rd</sup> July 2015**