

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
HELD ON THURSDAY 23<sup>rd</sup> JULY 2015 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors P. Burgess\*, N. Butler, S. Torn, R. Turner, R. Wilton\* and Mrs S. Wilton

\* denotes absence

**In attendance:** Sue Kemp, Parish Clerk

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**FA/016/15 PUBLIC FORUM**

There were no members of the public present.

**FA/017/15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Burgess and R. Wilton

**FA/018/15 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of 4<sup>th</sup> June 2015 were agreed and signed by the Chairman as being a correct record

**FA/019/15 CHAIRMAN'S ANNOUNCEMENTS**

Members noted that a letter of thanks had been received from Age UK Horsham, Victim Support and West Sussex Mediation Service for grant recently awarded to them

**IT WAS RESOLVED**

**To note the Chairman's Announcement**

**FA/020/15 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made

**FA/021/15 COMMITTEE AND COUNCIL BUDGET MONITORING – to 30.6.2015**

Members noted receipt of the Council's internal spreadsheet detailing Budget Monitoring information at 30<sup>th</sup> June 2015.

**IT WAS RESOLVED**

**To note the Budget Monitoring information**

**FA/022/15 BANK RECONCILIATION**

Members noted receipt of the Clerk's Report regarding the periodic signing of Bank Reconciliations and Bank Statements.

**IT WAS RESOLVED**

**That the Bank Reconciliation and Bank Statements at 30.6.2015 be approved and signed by the Committee Chairman**

**FA/023/15 VAT POSITION AT 30.6.2015**

Members noted receipt of the Clerk's Report and noted that the Council was within the £7500 *de minimis* limit, at £6,320.33.

**IT WAS RESOLVED**

**To note the Report**

**FA/024/15 INTERNET BANKING**

Members noted that work was not yet complete on this agenda item

**IT WAS RESOLVED**

**That this agenda item be deferred to the next Committee meeting**

**FA/025/15 COUNCIL ASSETS**

Members noted the comments of the Clerk that the 2015 Code of Transparency applicable to larger Parish Councils only requires the publication of land holdings, not other physical assets. Members further noted that under the Council's Freedom of Information Publication Scheme, the Asset Register was available both as a hard copy and on the Council's website. Members noted the Clerk's comments that the Asset Register would not be available online in view of previous discussions; but as a hard copy. Members noted that this was purely administrative work. Following discussion

**IT WAS RESOLVED**

**To note the Clerk's comments**

**FA/026/15 GRANT APPLICATIONS**

Members noted receipt of a grant application from Dr Richardson in respect of the printing and distribution of a Save North Horsham Leaflet. Members considered that the Parish Council should take the lead on this issue and invite participation from Dr Richardson's group and others as appropriate. Following discussion

**IT WAS RESOLVED**

**(a) That the application by Dr Richardson for a grant in the sum of £840 be rejected**

- (b) **RECOMMENDATION TO THE LOCAL PLAN COMMITTEE**  
**That the Parish Council produce a leaflet outlining the Parish Council's position and proposed plan, to include input from others**

**FA/027/15 DATE OF NEXT MEETING**  
**Thursday 23<sup>rd</sup> July 2015 (scheduled)**

There being no other business, the Chairman closed the meeting at 8.05pm

..... Chairman

.....Dated