



# North Horsham Parish Council

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9<sup>th</sup> December 2016

## **NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 15<sup>th</sup> December 2016 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below. Members of the Press and public are welcome to attend.

Pauline Whitehead BA (Hons) FILCM

Committee  
Cllr P Burgess  
Cllr N Butler  
Cllr R Knight  
Cllr S Torn  
Cllr R Wilton  
Cllr S Wilton

### **AGENDA**

- 1. Public Forum.**  
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 2. Apologies.**  
**Recommendation:- To receive apologies for absence.**
- 3. Minutes.**  
**Recommendation:- To approve and sign the Minutes of the meeting on 20<sup>th</sup> October 2016.**
- 4. Declarations of Interest.**  
**Recommendation:- To receive any Declarations of Interest from Members of the Committee.**
- 5. Chairman's Announcements**

**Recommendation:- To note the Chairman's Announcements.**

**6. Financial Review to 30<sup>th</sup> November 2016**

Financial Report to 30<sup>th</sup> November 2016 including reserve balances, bank reconciliations, VAT analysis and, list of payments, including those made through internet banking. Documents to follow.

**Recommendation:-**

- 1. To note the Financial Report to 30<sup>th</sup> November 2016 including reserve balances.**
- 2. To note verification of all bank reconciliations to 30<sup>th</sup> November 2016 and the signature on bank statements and reconciliations by the Committee Chairman.**
- 3. To note the VAT analysis – de minimus value to 30<sup>th</sup> November 2016.**
- 4. To note the final list of payments for November 2016, including those made through internet banking.**

**7. Internal Audit**

**Recommendation:- To note and take action on any issues raised by the Internal Auditor.**

**8. Roffey (Crawley Road) Cemetery – grant to Horsham District Council.**

**Recommendations:-**

- 1. To consider information from Horsham District Council.**
- 2. To consider payment of third instalment of the annual grant, to cover December 2016 – February 2017.**

**9. Budget calculations for 2017/18**

**Recommendations:-**

**To agree a budget for 2017/18 for recommendation to full Council.**

**To agree a 2% increase in all fees for recommendation to full Council.**

**10. Precept**

**Recommendation:- To agree a precept figure to put to full Council for agreement.**

**11. Electricity – street lights**

**Recommendation:- to continue on a flexible tariff until such time as a fixed contract is more economical.**

**12. Grants**

Roffey Friendship Club – request for £150 for Christmas entertainer, buffet and small gifts.

Asperger's Voice – request for £586.08 to cover the cost of hall hire for an 'Understanding Autism' event to mark World Autism Awareness Day in 2017.

**Recommendation:- To consider applications for grants.**

**13. Date of next meeting**

**Thursday 23<sup>rd</sup> February 2017 (scheduled)**