



# North Horsham Parish Council

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16<sup>th</sup> February 2017

## 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 23<sup>rd</sup> FEBRUARY 2017 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 15<sup>th</sup> December 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 Report from Internal Control Working Party**  
**Recommendation:- To consider recommendations from the Internal Control Working Party.**
- 7. Financial Review to 31<sup>st</sup> January 2017**  
Financial Report to 31<sup>st</sup> January 2017 including reserve balances, bank reconciliations, VAT information and list of payments.  
**Recommendation:-**
  - 1. To note the Financial Report to 31<sup>st</sup> January 2017 including reserve balances.**
  - 2. To note verification of all bank reconciliations to 31<sup>st</sup> January 2017 and that the Committee Chairman has signed bank statements and reconciliations.**
  - 3. To note the VAT information.**
  - 4. To note the final list of payments for December 2016 and January 2017.**
- 8. Bad debt**  
**Recommendation:- To consider action to be taken.**
- 9. Fee list for 2017/18**  
**Recommendation:- To agree the fee list for 2017/18.**
- 10. Legal and Finance Training**  
**Recommendation:- To agree a date to undertake Legal and Finance training.**
- 11. Internal Auditor 2017/18**  
**Recommendation:- To agree the letter of engagement for the Internal Auditor and agree the scope of the audit.**
- 12. Investment Policy**  
**Recommendation:- To recommend an Investment Policy to the full Council.**
- 13. Peer to Peer investment**  
**Recommendation:- To consider information supplied by the Clerk.**
- 14. Telephone system**  
**Recommendation:- to consider upgrading the telephone system.**
- 15. Salary payment arrangements**  
**Recommendation:- to consider information supplied by the Clerk.**
- 16. Date of next meeting**  
**Thursday 19<sup>th</sup> April 2017 (scheduled)**