



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
HolbrookTythe Barn

Email: [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

4<sup>th</sup> May 2017

## NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the annual meeting of North Horsham Parish Council to be held on **Thursday 11<sup>th</sup> May 2017 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FILCM  
Clerk to the Council

### AGENDA

1. **Election of Chairman**  
**Recommendations:-**
  1. To elect a Chairman.
  2. The Chairman to sign his/her acceptance of office.
2. **Election of Vice Chairman**  
**Recommendations: -**
  1. To elect a Vice Chairman.
  2. The Vice – Chairman to sign his/her acceptance of office.
3. **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 Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
4. **Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
5. **Minutes.**  
**Recommendation:- To approve and sign the Minutes of the Council Meeting held on 16<sup>th</sup> March 2017.**
6. **Declarations of Interest.**  
See Clerk's Report.  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**
7. **Co-option of a Councillor for Holbrook East**  
Annex 1  
The meeting will be adjourned for brief presentations from the candidates.  
**Recommendations:-**
  - 1.To co-opt a Councillor to Holbrook East

2. For the co-opted Councillor to sign their declaration of office.

**8. Committees and Working Parties.**

Minutes circulated separately.

**Recommendations:-**

1. To receive and adopt the Minutes of -

(a) Property Committee - 6<sup>th</sup> April 2017.

(b) Planning, Environment and Transport Committee – 13<sup>th</sup> April 2017. To note that the meeting scheduled for 4<sup>th</sup> May 2017 was cancelled as it clashed with the County Council elections.

(c) Personnel Committee – 27<sup>th</sup> April 2017.

(d) Finance and Administration Committee – 27<sup>th</sup> April 2017.

**9. Annual Meeting of the Electors of the Parish**

Annex 2

**Recommendation:-** To note the Annual Report and minutes of the Annual Meeting of the Electors held on 24<sup>th</sup> April 2017. (These are signed at the next annual Meeting of Electors in 2018)

**10. Reports from Representatives on Outside Bodies.**

**Recommendation:-** To receive and note reports from representatives on outside bodies.

**11. Reports from District or County Councillors**

**Recommendation:-** To receive any report submitted.

**12. Chairman's Announcements.**

See Clerk's Report.

**Recommendation:-** To receive the Chairman's announcements.

**13. Calendar of Meetings for 2017/18**

**Recommendation:-** To agree the attached calendar of meetings for 2017/18

**14. Appointments to Council Committees and Outside Bodies**

**Recommendation:-** to agree the membership of four standing committees and representation on outside bodies for 2017/18

**15. Financial Matters.**

See Clerk's Report and Annex 3.

Financial Report to 31<sup>st</sup> March 2017.

Expenditure list for March 2017 and April 2017.

Final report from Internal Auditor to 31<sup>st</sup> March 2017.

Effectiveness of the Internal Audit – recommended by the Finance and Administration Committee.

List of creditors paid by Direct Debit.

Business Plan – reviewed and recommended by the Finance and Administration Committee.

**Recommendations:-**

1. To note the Financial Report to 31<sup>st</sup> March 2017.

2. To agree the expenditure lists for March 2017 and April 2017.

3. To note the final report from the Internal Auditor, the points raised and the actions in response.

4. To agree the review of the effectiveness of the internal audit recommended by the Finance and Administration Committee.

5. To agree the list of creditors paid by Direct Debit.

6. To note the updated Business Plan.

- 16. Annual Return and public inspection of the 2016/17 accounts**  
See Annex 4  
**Recommendations:-**
- 1. To agree the Annual Governance Statement 2016/17. (Section 1 of the Annual Return)**
  - 2. To agree that the Annual Governance Statement 2016/17 be signed by the Chairman and the Clerk.**
  - 3. To agree the Accounting Statements 2016/17. (Section 2 of the Annual Return)**
  - 4. To agree that the Accounting Statements 2016/17 be signed by the Chairman.**
  - 5. To note the additional information to be sent to the external auditor in support of the Annual Return 2016/17 by the submission date of 12<sup>th</sup> June 2017.**
  - 6. To adopt the public inspection period for the 2016/17 accounts of 5<sup>th</sup> June 2017 to 14<sup>th</sup> July 2017.**
- 17. Standing Orders and Financial Regulations**  
See Clerk's Report  
**Recommendations:-**
- 1. To agree Standing Orders.**
  - 2. To agree Financial Regulations.**
- 18. Policies**  
Lone Working Policy. Attached.  
**Recommendation:- To adopt the policy listed above.**
- 19. Neighbourhood Wardens**  
See Clerk's Report  
Put forward by Cllr Alan Britten. Deferred from March 2017.  
**Recommendation:- To consider if the Council wishes to explore having Neighbourhood Wardens in the future.**
- 20. Neighbourhood Plan**  
See Annex 4  
**Recommendations:-**
- 1. To appoint a Neighbourhood Plan Steering Group to facilitate the making of North Horsham Neighbourhood Plan**
  - 2. To delegate authority in exercise of all relevant plan making functions within an agreed budget.**
  - 3. To agree terms of reference and membership.**
  - 4. To agree a basic time line**
  - 5. To agree a basic budget plan.**
  - 6. To agree that the Neighbourhood Plan Steering Group reports progress to full Council on an ongoing basis.**
- 21. Correspondence**  
See attached.  
**Recommendation:- To receive correspondence lists from 17<sup>th</sup> March 2017 to 11<sup>th</sup> May 2017.**
- 22. Date of next Meeting**  
**6<sup>th</sup> July 2017 (Scheduled)**

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.