



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

Website: www.northhorsham-pc.gov.uk

20th April 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 27th APRIL 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 23rd February 2017.

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 receive the notes of the internal Controls Working Party held on 6th March 2017 and to agree their recommendation that the Working Party should sign the invoices paid by Direct Debit in the future as part of their scheduled activities.
- 7. Financial Review to 31st March 2017**
Financial Report to 31st March 2017 including reserve balances, bank reconciliations and VAT information.
Recommendation:-
1. To note the Financial Report to 31st March 2017 including reserve balances.
2. To note verification of all bank reconciliations to 31st March 2017 and that the Committee Chairman has signed bank statements and reconciliations.
3. To note the VAT information to 31st March 2017.
- 8. Internal Audit and effectiveness of the audit**
Recommendation:- To review the effectiveness of the Internal Audit and make recommendation to full Council.
- 9. Neighbourhood Plan Funding**
Recommendation:- To agree to take £10,000 from General Reserve and set up an Ear Marked Reserve to undertake a Neighbourhood Plan.
- 10. Business Plan**
Recommendation:- To recommend the updates in the Business Plan to full Council.
- 11. Co-operative Bank Account**
Recommendation:- To consider the risk of holding funds that exceed the Financial Services Compensation Scheme (£85,000) in one bank.
- 12. Grant Applications**
There is £10,000 in the budget for 2017/18 for grant funding.
Recommendation:- To consider grant applications as follows:-
1. Horsham Town Community Partnership – prizes for Photographic Competition and Children’s Treasure Hunt at the Annual Riverside Walk Event 15th July 2017 - £100
2. Kent, Surrey and Sussex Air Ambulance Trust -ongoing costs - £2,000
3. Horsham in Bloom – prizes and administration for the Allotment competition. - £400
4. Victim Support - ongoing work - £500.
- 13. Date of next meeting**
Thursday 29th June 2017