



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

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22nd June 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 29th JUNE 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 A Britten
Cllr P Burgess
Cllr N Butler
Cllr M Loates
Cllr J Smithurst
Cllr S Torn
Cllr S Wilton

AGENDA

- 1. Elect a Chairman**
Recommendation:- To elect a Chairman.
- 2. Elect a Vice Chairman**
Recommendation:- To elect a Vice Chairman.
- 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 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.
- 4. Apologies.**
Recommendation:- To receive apologies for absence.
- 5. Minutes.**
Recommendation:- To approve and sign the Minutes of the meeting on 27th April 2017.

- 6. Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.
- 7. Chairman's Announcements**
Recommendation:- To note the Chairman's Announcements.
- 8. Report from Internal Control Working Party**
Recommendation:- To receive the notes of the internal Controls Working Party held on 19th June 2017.
- 9. Financial Review to 31st May 2017**
Financial Report to 31st May 2017 including reserve balances and bank reconciliations.
Recommendation:-
 - 1. To note the Financial Report to 31st May 2017 including reserve balances.**
 - 2. To note verification of all bank reconciliations to 31st May 2017 and that the Committee Chairman has signed bank statements and reconciliations.**
- 10. Bank Mandates**
Recommendation:- To maintain the current signatories on the bank mandates until May 2019 subject to any significant change of circumstance.
- 11. Roffey Cemetery**
Recommendation:- To consider a letter from Horsham District Council Parks and Countryside Manager dated 21st April 2017.
- 12. Valuation of buildings for insurance purposes**
Recommendation:-
 - 1. To instruct the District Valuation Office to undertake valuations for insurance purposes at Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn at a cost in the region of £1,350.**
 - 2. To schedule building valuations every five years.**
- 13. Grant Applications**
There is £7,020 in the budget for 2017/18 for grant funding (31st May 2017).
Recommendation:- To consider grant applications as follows:-
 - Jack and Jill Pre-school - £5,000**
- 14 Date of next meeting**
Thursday 12th October 2017