



North Horsham Parish Council

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24th August 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 31ST AUGUST 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 (Vice Chairman)
Cllr M Loates
Cllr J Smithurst
Cllr S Torn (Chairman)
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 29th June 2017.

4. Declarations of Interest.

Recommendation:- To receive any Declarations of Interest from Members of the Committee.

Horsham District Council Parks and Countryside Manager has been invited to present proposals regarding the existing charging and future

management of Roffey Cemetery. The meeting will be adjourned for the presentation.

5. **Chairman's Announcements**
Recommendation:- To note the Chairman's Announcements.
6. **Financial Review to 31st July 2017**
Financial Report to 31st July 2017 including reserve balances and balance sheet. Bank reconciliation and VAT Summary to 31st July 2017.
Recommendation:-
 1. **To note the Financial Report to 31st July 2017 including reserve balances and balance sheet.**
 2. **To note that confirmation of the verification of the bank reconciliation at 31st July 2017 had been undertaken by the Chairman of the meeting.**
 3. **To note the VAT Summary to 31st July 2017.**
7. **External Audit**
Recommendations:-
 1. **To note that the accounts for 2016/17 have been audited by PKF Littlejohn LLP and are unqualified.**
 2. **To note that a notice of the conclusion of the external auditor's limited assurance review of the Annual Return, together with relevant accompanying information was published (including on the authority's website) in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015.**
8. **Valuation of buildings**
Recommendation:- To note the report from the District Valuation Office.
9. **Asset Register and Insurance Review**
Recommendation:- To note the updates to the Asset Register and to consider insurance cover for the play areas.
10. **Roffey Cemetery**
Recommendation:- To consider proposals made by Horsham District Council's Parks and Countryside Manager.
11. **Business Continuity Policy and Plan**
Recommendation:- To recommend the Business Continuity Policy and Plan to full Council.
12. **Infrastructure Delivery Plan (IDP)**
Recommendation:- To recommend Infrastructure Projects to be include on the IDP for consideration by full Council.
13. **Date of next meeting**
Recommendation: To note the next meeting to be held on Thursday 12th October 2017 (Scheduled)