



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

7th December 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 14TH DECEMBER 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) FSLCC

Committee

Cllr A Britten
Cllr P Burgess
Cllr M Loates
Cllr R Millington
Cllr J Smithurst
Cllr S Torn (Chairman)
Cllr S Wilton

AGENDA

- 1. Election of Vice Chairman**
Deferred from previous meeting.
Recommendation:- To elect a Vice Chairman.
- 2. 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.
- 3. Apologies.**
Recommendation:- To receive apologies for absence.
- 4. Minutes.**
Recommendation:- To approve and sign the Minutes of the meeting on 12th October 2017.

5. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.
- The meeting will be adjourned for a brief presentation from Horsham District Council Parks and Countryside Manager who will present proposals regarding the future management of the Cemetery.*
6. **Chairman's Announcements**
Recommendation:- To note the Chairman's Announcements.
7. **Financial Review to 30th November 2017**
Financial Report to 30th November 2017 including reserve balances and balance sheet. Bank reconciliation to 30th November 2017.
Recommendation:-
1. **To note the Financial Report to 30th November 2017 including reserve balances and balance sheet.**
2. **To note that confirmation of the verification of the bank reconciliation at 30th November 2017 had been undertaken by the Chairman of the meeting.**
8. **Interim Internal Audit**
Recommendation:- To consider and act upon recommendations from the Internal Auditor.
9. **Roffey Cemetery**
Recommendation:- To consider proposals put forward by Horsham District Council.
10. **Horsham District Year of Culture 2019**
Recommendation:- To consider submitting an expression of interest for two projects to mark the Year of Culture neither of which have been approved by Council and noting that there are no available Council funds to support the projects.
11. **Property Portfolio**
Recommendation:- To consider a verbal report by Cllr Torn.
12. **Precept for 2018/19**
Recommendation:- To recommend a precept for 2018/19 to full Council.
13. **Business Plan 2017- 2022 – Review**
Recommendation:- To review the three year financial considerations and put forward to full Council.
14. **Grant Applications**
There remains £3,020 in the budget for 2017/18 for grant funding.
Recommendation:- To consider grant applications as follows:-
1. **Earles Meadow Conservation Group - £550**
15. **Date of next meeting**
Recommendation: To note the next meeting to be held on Thursday 15th February 2017 (Scheduled)