



North Horsham Parish Council

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8th February 2018

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 15TH FEBRUARY 2018 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 (Vice Chairman),
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.**
Circulated previously by e-mail.
Recommendation:- To approve and sign the Minutes of the meeting on 14th December 2017.
4. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.
5. **Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To note the Chairman's Announcements.

6. Internal Controls Working Party.

See attached.

Recommendations:-

- 1. To receive the notes from the Internal Controls Working Party.**
- 2. To action recommendations from the Internal Controls Working Party.**

7. Financial Review to 31st January 2018.

See Annex 1.

1. Financial Report to 31st January 2018 including reserve balances and balance sheet.

2. Lloyds Bank treasurer's account bank reconciliation to 31st January 2018.

3. Lloyds Business Instant Access, Nationwide and Co-operative Bank balances.

Recommendation:-

- 1. To note the Financial Report to 31st January 2018 including reserve balances and balance sheet.**
- 2. To confirm that the bank reconciliation at 31st January 2018 agrees to the cashbook and bank statement and has been signed by the Chairman of the meeting.**
- 3. To confirm the balances of all bank statements.**

8. Fee list 2018/19.

Circulated separately.

Recommendation:- To agree the fee list for 2018/19.

9. Insurance cover.

See Clerk's Report.

Recommendation:- To consider cost for insuring bus shelters.

10. Increasing hall hires.

See Clerk's Report.

Recommendation:- To consider ideas put forward by staff.

11. Grant Applications.

Applications e-mailed separately.

There remains £2,470 in the budget for 2017/18 for grant funding.

Recommendation:- To consider grant applications as follows:-

- 1. North Horsham Friendship Club – entertainment and transport - £200**
- 2. Horsham Town and Community Partnership (Riverside Walk) £170**
- 3. Horsham in Bloom- Sponsorship for 2018 allotment prize -£400**
- 4. Asperger's Voice – towards hall hire for Autism Awareness Day 2018 - £541.14**

12. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 19th April 2018 (Scheduled)