



# North Horsham Parish Council

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11<sup>th</sup> April 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 19<sup>TH</sup> APRIL 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 15<sup>th</sup> February 2018.**
- 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 Annex 1.

**Recommendations:-**

1. To receive the notes from the Internal Controls Working Party held on 9<sup>th</sup> April 2018.
2. To action recommendations from the Internal Controls Working Party.

**7. Financial Review to 31st March 2018**

See Annex 2.

Financial Report to 31st March 2018 including reserve balances, bank reconciliations and VAT information.

**Recommendation:-**

1. To note the Financial Report to 31st March 2018 including reserve balances.
2. To note verification of all bank reconciliations to 31st March 2018 and that the Committee Chairman has signed bank statements and reconciliations.
3. To note the VAT information to 31st March 2018.

**8. Insurance cover.**

See Clerk's Report and Annex 3.

**Recommendation:- To agree an insurance provider and length of term for the policy.**

**9. Bank mandate**

See Clerk's Report.

**Recommendations:-**

1. To agree that the Administration Clerk should have access to internet banking to improve the efficiency of his role and provide cover.
2. To increase the signatories on all bank accounts to include two additional councillors.

**10. Compensation offer**

See Clerk's Report.

**Recommendation:- To consider a contribution of £100 towards the replacement of two Perspex panels at the bus stop on Jackdaw Lane.**

**11. Grant Applications.**

Applications e-mailed separately. See Clerk's Report.

The budget for 2018/19 for grant funding is £10,000.

**Recommendation:- To consider grant applications as follows:-**

1. Victim Support – to recruit, train and provide support for one volunteer – full cost £700. Request for up to £500.
2. Horsham District Council – to sponsor additional equipment within the new play park at Roffey Recreation ground to enhance the original scheme and promote partnership working.

**12. Date of next meeting**

**Recommendation: To note the next meeting to be held on Thursday 28<sup>th</sup> June 2018 (Scheduled)**