



North Horsham Parish Council

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4th May 2018

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the annual meeting of North Horsham Parish Council to be held on **Thursday 10th May 2018 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

P Whitehead

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

AGENDA

1. **Election of Chairman.**
Recommendations:-
 1. To elect a Chairman.
 2. The Chairman to sign his/her acceptance of office.
2. **Election of Vice Chairman.**
Recommendations: -
 1. To elect a Vice Chairman.
 2. The Vice – Chairman to sign his/her acceptance of office.
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 Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
4. **Apologies for absence.**
Recommendation:- To receive apologies for absence.
5. **Minutes.**
Recommendation:- To approve and sign the Minutes of the Council Meeting held on 8th March 2018.
6. **Declarations of Interest.**
See Clerk's Report.
Recommendations:-
 1. To receive any Declarations of Interest from Members of the Council.
 2. To gently remind Councillors to check that their declarations of interest are up to date.
7. **Co-option of a Councillor for Roffey South. (Annex 1)**
The meeting will be adjourned for brief presentations from the candidate.

Recommendations:-

1. To co-opt a Councillor to Roffey South.
2. The co-opted Councillor to sign their declaration of office.

8. Committees and Working Parties.

Minutes circulated separately.

Recommendations:-

1. To receive and adopt the Minutes of -

(a) Property Committee - 3rd May 2018.

(b) Planning, Environment and Transport Committees – 22nd March 2018 and 26th April 2018.

(c) Finance and Administration Committee – 19th April 2018.

9. Annual Meeting of the Electors of the Parish. (Annex 2)

Recommendation:- To note the Annual Report and minutes of the Annual Meeting of the Electors held on 23rd April 2018. (These are signed at the next annual Meeting of Electors in 2019).

10. Reports from Representatives on Outside Bodies.

Recommendation:- To receive and note reports from representatives on outside bodies.

11. Reports from District or County Councillors.

Recommendation:- To receive any report submitted.

12. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To receive the Chairman's announcements.

13. Calendar of Meetings for 2018/19. (Annex 3)

Recommendation:- To agree the attached calendar of meetings for 2018/19.

14. Appointments to Council Committees and Outside Bodies

Recommendation:- to agree the membership of four standing committees and representation on outside bodies for 2018/19.

15. Financial Matters. (Annex 4)

See Clerk's Report.

Financial Report to 31st March 2018.

Expenditure list for March 2018 (included) and April 2018 (to follow).

Final report from Internal Auditor to 31st March 2018.

Effectiveness of the Internal Audit.

List of creditors paid by Direct Debit. (see Clerk's Report)

Risk Assessments (see Clerk's Report)

Asset Register (e-mailed separately)

Recommendations:-

1. To note the Financial Report to 31st March 2018.

2. To agree the expenditure lists for March 2018 and April 2018.

3. To note the final report from the Internal Auditor, the points raised and the actions in response.

4. To agree the review of the effectiveness of the internal audit.

5. To agree the list of creditors paid by Direct Debit.

6. To acknowledge the actions taken on the Risk assessments and the updated Asset Register.

16. **Annual Governance and Accountability Return and public inspection of the 2017/18 accounts (Annex 5)**
Recommendations:-
1. To agree the Annual Governance Statement 2017/18. (Section 1 of the Annual Governance and Accountability Return (AGAR))
 2. To agree that the Annual Governance Statement 2017/18 be signed by the Chairman and the Clerk.
 3. To agree the Accounting Statements 2017/18. (Section 2 of the AGAR)
 4. To agree that the Accounting Statements 2017/18 be signed by the Chairman.
 5. To note the additional information to be sent to the external auditor in support of the AGAR 2017/18 by the submission date of 10th July 2018.
 6. To adopt the public inspection period for the 2017/18 accounts of 4th June 2018 to 13th July 2018.
17. **Standing Orders and Financial Regulations**
See Clerk's Report
Recommendation:- To adopt updated Standing Orders and Financial Regulations.
- 18 **Policies (Annex 6)**
Privacy Policy, Legionella Control Policy, Communications Policy.
Recommendation:- To review and adopt the policies listed above.
19. **Section 106 applications**
See Clerk's Report.
Horsham District Council has received applications for a soft play barn at the Holbrook Club, work to Roffey Recreation Ground (HDC project) and work to the Skate Park at Horsham Park (HDC project). The Parish Council is invited to give their views on how the S 106 funding of £149,120, which came mainly from Novartis, should be awarded.
Recommendation:- To give a Parish Council view on which projects should be awarded available S106 funding.
20. **Horsham District Council Year of Culture 2019.**
See Clerk's Report.
Recommendation:- To consider how to use £1,000 grant funding for the Year of Culture 2019 awarded by HDC.
21. **Development North of Horsham**
Recommendations from the Planning, Environment and Transport Committee Meeting 22nd March 2018.
Recommendations:-
1. To consider the Council position on the proposed community buildings on the development north of the A264.
 2. To agree to explore Community Land Trusts to find out how they work and to ascertain whether this method of working could allow the Parish Council to play a closer role in supporting affordable housing.
22. **Correspondence (Annex7)**
See attached.
Recommendation:- To receive correspondence lists from 9th March 2018 to 10th May 2018.
23. **Date of next Meeting**
5th July 2018 (Scheduled)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.