



North Horsham Parish Council

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21st June 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 28TH JUNE 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 P Burgess, Cllr R Millington, Cllr J Smithurst, Cllr S Torn, Cllr R. Turner, Cllr S Wilton

AGENDA

1. **Elect Chairman**
Recommendation:- To elect a Chairman.
2. **Elect Vice Chairman**
Recommendation:- To elect a Vice Chairman.
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 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.
4. **Apologies.**
Recommendation:- To receive apologies for absence.
5. **Minutes.**
Circulated previously by e-mail.
Recommendation:- To approve and sign the Minutes of the meeting on April 2018.
6. **Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.

7. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To note the Chairman's Announcements.

8. Internal Controls Working Party.

The Internal Controls Working Party scheduled for 18th June 2018 was cancelled. See Annex 1 for the programme of work

Recommendations:-

- 1. To agree the members of the Internal Controls Working Party.**
- 2. To agree a date for the next working party meeting.**
- 3. To agree a programme of work for the Internal Controls Working Party for 2018/19.**

9. Financial Review to 31st May 2018

See Annex 2.

Financial Report to 31st May 2018 including reserve balances and bank reconciliations.

Recommendation:-

- 1. To note the Financial Report to 31st May 2018 including reserve balances.**
- 2. To note verification of all bank reconciliations to 31st May 2018 and that the Committee Chairman has signed bank statements and reconciliations.**

10. Appoint Internal Auditor for 2018/19

Recommendation:- To appoint Mulberry and Co as Internal Auditors for 2018/19 on the proviso that one of Mr Mulberry's team does the Internal Audit for 2018/19.

11. Business Plan

See Annex 3.

Recommendation:- To review the North Horsham Parish Council Business Plan v7 June 2018.

12. Pension provision

Recommendation:- To review information from the West Sussex County Council Principal Pensions Consultant.

13. Grant Applications.

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

The remaining budget in 2018/19 for grant funding is £9,500

Recommendation:- To consider grant applications as follows:-

- 1. Heathers Playgroup – funding towards replacing the roof on the building on Erica Way – full cost £27,720. Request for £2,500.**
- 2. Age UK Horsham District– funding towards a Diamond Year 'Full of Life' event to be held in North Horsham. Request for £1,000 to enhance resources already to be provided by Age UK Horsham District.**

14. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 30th August 2018 (Scheduled)