



# North Horsham Parish Council

Roffey Millennium Hall,  
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23<sup>rd</sup> August 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 30<sup>th</sup> August 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 (one vacancy to be filled should a new member of the Council come forward))

## **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 28<sup>th</sup> June 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.**  
Notes attached.  
**Recommendations:-**
  1. **To receive the notes from the Internal Controls Working Party held on 13<sup>th</sup> August 2018.**
  2. **To agree any recommendations made by the Internal Controls Working Party.**
  
7. **Financial Review and bank mandates to 31st July 2018.**  
Budget Monitoring Report to 31st July 2018 including reserve balances is attached.  
The bank reconciliation and cash book to 31<sup>st</sup> July 2018 will be available at the meeting.  
A list of signatories for each bank account is noted in the Clerk's Report.  
**Recommendation:-**
  1. **To consider the Financial Report to 31st July 2018 including reserve balances.**
  2. **The Chairman to confirm and sign to evidence that the bank reconciliation at 31<sup>st</sup> July 2018 agrees to the cashbook and bank statement.**
  3. **To note the current status of the bank mandates.**
  
8. **North Heath Hall Hire in hot weather.**  
See Clerk's Report.  
**Recommendation:- To consider a request from a hirer.**
  
9. **Water Charges.**  
See Clerk's Report.  
**Recommendation:- To consider if the Parish Council wishes to explore changing water providers.**
  
10. **Hirers Public Liability Insurance.**  
See Clerk's Report.  
**Recommendation:- To resolve to provide cover on the Parish Council's insurance policy for small, none constituted, not for profit groups that are of benefit to the community.**
  
11. **Pension provision.**  
See Clerk's Report.  
**Recommendation:- To review pension providers.**
  
12. **Personal lockers for Roffey Millennium Hall.**  
See Clerk's Report.  
**Recommendation:- To consider a recommendation for expenditure on personal lockers for staff at Roffey Millennium Hall.**
  
13. **GDPR compliance**  
**Recommendation:- To action information about e-mail addresses and photocopier.**
  
14. **Date of next meeting.**  
**Recommendation: To note the next meeting to be held on Thursday 11<sup>th</sup> October 2018 (Scheduled).**