



North Horsham Parish Council

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5th October 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 11th October 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 30th August 2018.

4. Declarations of Interest.

Recommendation:- To receive any Declarations of Interest from Members of the Committee.

Chairman's Announcements.

5. See Clerk's Report.

Recommendation:- To note the Chairman's Announcements.

6. Internal Controls Working Party.

Notes attached including recommendations. (Annex 1)

Recommendations:-

- 1. To receive the notes from the Internal Controls Working Party held on 1st October 2018.**

- 2. To agree any recommendations made by the Internal Controls Working Party.**
- 7. Financial Review and bank mandates to 30th September 2018.**
Budget Monitoring Report to 30th September 2018 including reserve balances is attached.(Annex 2)
The bank reconciliation and cash book to 30th September 2018 will be available at the meeting.
A copy of the trial balance and bank statements for the Co-operative Bank and Nationwide will be available at the meeting.
Recommendation:-
- 1. To consider the Financial Report to 30th September 2018 including reserve balances.**
 - 2. The Chairman to confirm and sign to evidence that the bank reconciliation at 30th September 2018 agrees to the cashbook and bank statement.**
 - 3. To verify that the trial balance and Co-operative Bank and Nationwide Bank balances agree.**
- 8. External Audit 2018/19**
(Annex 3)
Recommendations:-
- 1.To note that the accounts for 2017/18 have been audited by Moore Stephens and are unqualified.**
 - 2.To note that a notice of the conclusion of the external auditor's limited assurance review of the Annual Return, together with relevant accompanying information was published (including on the authority's website) in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015.**
- 9. Internal Audit 2019/20**
(Annex 4)
Recommendation:- To note the engagement letter and the scope of the Internal Audit 2019/20.
- 10. Forecast for 2018/19 and budget for 2019/20**
(Annex 5)
Recommendation:- To put forward a forecast for 2018/19 and budget for 2019/20 into the precept setting process for 2019/20.
- 11. Pension provision.**
See Clerk's Report.
Recommendation:- To offer NEST pensions to future caretakers who are employed by North Horsham Parish Council.
- 12. Grant applications**
Grant Applications
There is £6,400 in the budget for 2018/19 for grant funding.
Recommendation:- To consider a grant application from Crawley, Horsham and Mid-Sussex Home Start for £700 to support North Horsham families with young children.
- 13. Date of next meeting.**
Recommendation: To note the next meeting to be held on Thursday 13th December 2018 (Scheduled).