



North Horsham Parish Council

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5th December 2019

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 12th December 2019 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.

P. Whitehead

Pauline Whitehead BA (Hons) FSLCC

Committee

Cllr P Burgess, Cllr M Cockerill, Cllr J Gough, Cllr J Smithurst, Cllr S Torn,
Cllr R. Turner, 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 and on the Parish Council website.

Recommendation:- To approve and sign the Minutes of the Finance and Administration Committee Meeting on 24th October 2019.

4. Declarations of Interest.

See Clerk's Report.

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 circulated separately.

Recommendations:-

- 1. To receive the notes from the Internal Controls Working Party on 18th November 2019.**
- 2. To note outstanding items from the Internal Controls working party meeting to be carried forward to the next Internal Controls Working Party Meeting on 3rd February 2020 listed in the notes.**
- 3. To note that the bank mandate signatories are up to date and reported at the Finance and Administration Committee Meeting on 24th October 2019; that bank reconciliations are signed at least quarterly and noted in the minutes and that the budget is monitored through a Finance Report at least quarterly and reported in the minutes.**

7. Finance Review to 30th November 2019.

See Appendix A.

Recommendation:-

- 1. To consider the Financial Report to 30th November 2019 including reserve balances.**
- 2. The Chairman to confirm and sign to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) and all additional Council Parish bank accounts as at 30th November 2019.**

8. Precept 2020/21

See Clerk's Report and Appendix B

Recommendation:-

- 1. To consider amendments from the Property Committee.**
- 2. To recommend a precept to the full Parish Council.**

9. Bank Interest rates

See Clerk's Report

Recommendation:- To consider investments as outlined in the Clerk's Report.

10. Web Accessibility Statement

See Appendix C.

Recommendations:-

- 1. To consider the Web Accessibility Statement attached.**
- 2. To thank and disband the working party set up to develop the Statement.**

11. Property Portfolio

See Clerk's Report.

Recommendation:- To consider progressing a Property Portfolio to increase the Parish Council's assets and if agreed, put the necessary project plan in place.

12. Grants Policy and guidance.

See Appendix D.

Recommendation:- To review and agree the Grants Policy and procedure.

13. Grant application

See Clerk's Report. The application will be e-mailed separately.

Recommendation:- To consider a grant application from the Earles Meadow Conservation Group for £630 to continue Award Winning work on the Parish Council owned land.

14. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 13th February 2020. (Scheduled)