



North Horsham Parish Council

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1st October 2020

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to attend an on-line meeting of the Finance and Administration Committee via a Zoom video conference to be held on **Thursday 8th October 2020 commencing at 7.30pm**, for the transaction of the business shown on the agenda below.

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/83229478296> Meeting ID: 832 2947 8296 Passcode: 499959

Members of the Press and public are welcome to attend.

Pauline 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 16th July 2020.

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. Finance Review to 31st August 2020

See Appendix 1.

Recommendation:-

- 1. To consider the Financial Report to 31st August 2020 including reserve balances.**
- 2. To review measures in place to reduce the impact of the loss of income during Covid – 19 on the financial status of the Parish Council.**
- 3. To confirm and minute to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) and all additional Council Parish bank accounts as at 31st August 2020.**

7. Finance and Administration budget

See Appendix 2.

To consider a forecast for 2020/21 and the budget for 2021/22 for the Finance and Administration budget.

8. Precept for 2021/22

See Appendix 2.

Recommendation:- To review initial precept calculations.

9. Fees for 2021/22

See Clerk's Report.

Recommendation:- To consider fees for 2021/22.

10. Internal Controls work programme for 2021/22.

See Appendix 3.

Recommendations:-

- 1. To review how the Internal Controls working party could continue its role during the Covid-19 pandemic.**
- 2. To agree the work programme for the Internal Controls working party for 2021/22.**

11. Internal Audit 2020/21 – letter of engagement and scope of Internal Audit.

See Appendix 4.

Recommendations:-

- 1. to agree the letter of engagement and scope of the Internal Audit.**
- 2. To note that information has been sent to the Internal Auditor so that a remote interim internal audit for 2020/21 can be carried out.**

12. Bad debt

See Clerk's Report.

Recommendation:- To consider action in respect of a debt of £507.82.

13. Grant application

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

Recommendations:-

- 1. To consider a grant application from Home Start Crawley, Horsham and Mid-Sussex for £1,070. This enables 1 family in North Horsham to be supported through volunteer recruitment, training and supervision, office rent and administration costs.**

14. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 10th December 2020. (Scheduled)