



North Horsham Parish Council

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4th March 2021

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 11th March 2021 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/87120064542?pwd=YzBTR28vaDQvT0tQaFRvOEEwV211QT09>

Meeting ID: 871 2006 4542 Passcode: 230515

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 (Chairman),
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 10th December 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. Bank reconciliation to 31st January 2021

The Financial Review to 31st January 2021 was presented to the Parish Council at its meeting on 4th March 2021. A copy of the bank reconciliation has been circulated to all Committee members.

Recommendation:-

- 1. 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 January 2021.**

7. Fee list for hires for 2021/22

A copy of the draft fee list has been e-mailed to Committee members.

Recommendation:- To agree the fee list for hires for 2021/22

8. Asset Management and Replacement - Play areas – replacement costs.

See Appendix 1.

Recommendation:- To note the replacement costs for equipment in play areas owned by the Parish Council.

9. Business Plan

See Appendix 2

Recommendation:- To note that plans for consulting on the Parish Council's Business Plan have been put on hold, but to adopt the updated version.

10. Appoint a Data Protection Officer

Recommendation:- To appoint GDPR-Info Ltd. as the Data Protection Officer for the forthcoming year.

11. Business Continuity Policy and Plan

See Appendix 3

Recommendation:- To review the Business Continuity Policy and Plan and make a recommendation to full Council to adopt it.

12. Grant applications

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

Recommendation:- To consider a grant application from Woods for Learning Community Interest Company to develop a First Aid programme for school children, young adults and those with additional needs.

13. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 17th June 2021. (Scheduled)

