



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

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8<sup>th</sup> July 2021

## **NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Members of the Finance and Administration Committee are respectfully summoned to attend a meeting of the Finance and Administration Committee at Roffey Millennium Hall, Crawley Road, North Horsham RH12 4DT to be held on **Thursday 15<sup>th</sup> July 2021 commencing at 7.30pm**, for the transaction of the business shown on the agenda below. Members of the Press and public are welcome to attend the meeting via Zoom video conference.

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/81112585656?pwd=RFZ2T2xJL1MwT0t4d0ZpUURJVzk4QT09>

**Meeting ID: 811 1258 5656 : Passcode: 538574**

*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. Elect a Chairman**

**Recommendation:- To elect a Chairman.**

**2. Elect a Vice Chairman**

**Recommendation: To elect a Vice Chairman.**

**3. 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.

**4. Apologies.**

**Recommendation:- To receive apologies for absence.**

**5. 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 held on 11<sup>th</sup> March 2021.**

6. **Declarations of Interest.** See Clerk's Report.  
**Recommendation:- To receive any Declarations of Interest from Members of the Committee.**
7. **Chairman's Announcements.** See Clerk's Report.  
**Recommendation:- To note the Chairman's Announcements.**
8. **Review of Finances to 30<sup>th</sup> June 2021**  
The Financial Report to 30<sup>th</sup> June 2021. Clerk's Report -Supporting papers attached.  
A copy of the bank reconciliation to 30<sup>th</sup> June 2021 has been circulated to all Committee members by e-mail.  
VAT analysis to 30<sup>th</sup> June 2021. Attached.  
Analysis of direct costs for running parish halls and multi courts. See Clerk's Report.  
**Recommendations:-**
1. **To consider the Financial Report to 30<sup>th</sup> June 2021 including reserve balances.**
  2. **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 30<sup>th</sup> June 2021.**
  3. **To note the VAT analysis to 30<sup>th</sup> June 2021.**
  4. **To note that the total direct expenditure for running the halls and multi courts for 2020/21 was £123,917 against income of £61,346 (including £16,465.93 furlough grant from HMRC).**
9. **Litter Warden direct costs 2020/21.** See Clerk's Report.  
**Recommendation:- To note that the expenditure on Litter Wardens for 2020/21 was £7,682.28. This is covered by an Environmental Grant from Horsham District Council.**
10. **Appoint an Internal Auditor**  
**Recommendation:- To appoint Mulberry and Co. as Internal Auditor for 2021/22.**
11. **Grant applications** See Clerk's Report. There is £10,000 in the grant awarding budget. Applications will be e-mailed separately.  
**Recommendation:- To consider grant applications from:-**  
**Air Ambulance, Kent, Surrey and Sussex for vital pieces of equipment to support their work. Request for maximum £2,000.**  
**Victim Support for ongoing financial award for the practical and emotional support offered to victims of crime. Request for maximum £500.**  
**Horsham Town Community Partnership (HTCP) for funding for the Annual Riverside Walk event. Request for £180.**
12. **Date of next meeting.**  
**Recommendation: To note the next meeting is to be held on Thursday 14<sup>th</sup> October 2021. (Scheduled)**