



# North Horsham Parish Council

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13<sup>th</sup> April 2023

## **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 20<sup>th</sup> April 2023 commencing at 7.30pm**, for the transaction of the business shown on the agenda below. Members of the public and press may attend the meeting but are encouraged to do so virtually, using the following online Zoom link:

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/83406980427?pwd=aGx5dHJHZDk0R29YdElyMkRmaGZ0UT09>

Meeting ID : 834 0698 0427

Passcode : 669334

*Sarah Norman*

Sarah Norman  
Parish Clerk

### **Committee**

Cllr P Burgess, 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.**

**Decision: To receive apologies for absence.**

**3. Minutes**

Circulated previously by e-mail and on the Parish Council website.

**Decision: To approve and sign the Minutes of the Finance and Administration Committee Meeting held on 16<sup>th</sup> February 2023.**

**4. Declarations of Interest**

See Clerk's report.

**Decision: To receive any Declarations of Interest from Members of the Committee.**

**5. Chairman's Announcements**

See Clerk's report

**Decision: To note the Chairman's Announcements.**

**6. Review of Finances to 31<sup>st</sup> March 2023**

See Clerk's report

- i. The Financial Report to 31<sup>st</sup> March 2023
- ii. Bank reconciliations to 28<sup>th</sup> February and 31<sup>st</sup> March 2023
- iii. VAT Analysis to 31<sup>st</sup> March 2022
- iv. End of year accounts to 31<sup>st</sup> March 2023 including the figures which form Part 2 of The Annual Governance and Accountability Return for 2022/23

**Decisions:**

- i. **To consider the Financial Report to 31<sup>st</sup> March 2023 including reserve balances**
- ii. **To confirm, with counter signature by the Chairman, and minute to evidence the bank reconciliations (against the cashbooks) for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 28<sup>th</sup> February and 31<sup>st</sup> March 2023**  
**To confirm and minute to evidence the bank reconciliations (against the ledger reports) for Nationwide and Co-operative Bank Accounts as at 31<sup>st</sup> March 2023**
- iii. **To note the VAT Analysis to 31<sup>st</sup> March 2023**
- iv. **To consider the end of year accounts to 31<sup>st</sup> March 2023 and recommend to Full Council the approval of the figures which form Part 2 of The Annual Governance and Accountability Return (AGAR) for 2022/23**

**7. Internal Controls Working Party**

See Clerk's report

**Decision : To receive the Notes of the Working Party Meeting held 27<sup>th</sup> February 2023.**

**8. Local Government Pension Scheme (LGPS)**

See Clerk's report

**Decision: To note that no FRS102/IAS19 reporting was requested**

**9. Business Continuity Policy and Plan**

See Clerk's report

**Decision: To consider recommending to Council a reviewed document**

**10. Photocopier contract**

See Clerk's report

**Decision : To agree the awarding of a new photocopier contract**

**11. Grant applications**

See Clerk's report - There is £10,000 in the grant awarding budget. Application(s) will be e-mailed separately.

**Decisions:-**

- i. **To consider a grant application from Ten Little Toes**
- ii. **To consider a grant application from the Friendship Club**

**12. Date of next meeting.**

**Decision: To note the next meeting is to be held on Thursday 15<sup>th</sup> June 2023 (Scheduled)**