



North Horsham Parish Council

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29th June 2023

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a Meeting of North Horsham Parish Council on **Thursday 6th July 2023 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Sarah Norman

Sarah Norman
Clerk to the Council

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 Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier

2. Apologies for absence

Decision: To receive apologies for absence

3. Declarations of Interest

See Clerk's report

Any changes in interests should be reported to the Clerk as soon as possible

Decision: To receive any Declarations of Interest from Members of the Council

4. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Annual Meeting of the Council held on 18th May 2023

5. Decisions made by delegated power since 18th May 2023 for ratification

See Clerk's report

6. Committees and Working Parties

Minutes circulated separately and, on the website.

6.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 15th June 2023

6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 25th May and 22nd June 2023

6.3 To receive and adopt the Minutes of the Property Committee Meeting held 8th June 2023 including :

6.3.1 Recommendation to apply for S106 funding for new heating to North/South Hall at RMH (Min. PR/012/23 refers)

6.4 To receive and adopt the Minutes of the Personnel Committee Meetings held 1st June and 14th June 2023

7. S106 Funding for Sports equipment

See Clerk's report

Decision : To approve the recommendation from the Property Committee Meeting held 6th April (Min. PR/114/23 refers) and apply for £3,948.64 of S106 funding from HDC for the identified indoor sports equipment for Holbrook Tythe Barn.

8. Reports from Representatives on Outside Bodies

See Clerk's report

Decision: To note information from representatives on outside bodies

9. Reports from District or County Councillors

Decision: To receive any report

10. Report from the North Horsham Community Land Trust (NHCLT) link councillor

See Clerk's report. The Chairman of the NHCLT may wish to give an update

Decision: To receive an update

11. Chairman's Announcements

Decision: To note any Chairman's announcements

12. To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations

See Clerk's report

Decisions :

12.1 To approve and adopt the reviewed Standing Orders inc. Terms of Reference

12.2 To approve the Financial Regulations following recommendation by the Finance and Administration Committee

13. Financial Matters

See Clerk's report

Decisions :

13.1 To note the Financial Report to 31st May 2023

13.2 To agree the expenditure lists for April and May 2023

14. Code of Conduct

See Clerk's report

Decisions: To consider any amendments and adopt a Code of Conduct

15. Policies

See Clerk's report

Decisions:

15.1 To review and approve the following policies:

a) Fire Safety Policy

b) Health & Safety - General Statement of Policy

c) Complaints Policy

15.2 To approve the recommendation of the Personnel Committee Meeting 1st June 2023 (Min. PER/09/23) to adopt the Lone Working and Staff Performance & Development Policies.

16. Risk Management Scheme

See Clerk's Report

Decision : To review and approve the Risk Management Scheme including:

- **Fire Safety Policy (considered under Agenda item 13)**
- **Health & Safety Statement of General Policy (considered under Agenda item 13)**
- **Legionella Control Policy (last review July 2022)**
- **Fire Safety Risk Assessments**
- **Health and Safety Risk Assessment**
- **Legionella Risk Assessment**
- **Financial and Management Risk Assessment**

17. Warm Banks

See Clerk's report

Decision : To consider a Warm Bank provision in winter 2023/24

18. Business Plan 2023-27

See Clerk's report.

Decision : To consider and agree the next steps for the preparation of a new Business Plan.

19. Request for further support of Girls Only Community Football Days at MUGA

See Clerk's report

Decision: To consider free of charge use of MUGAs on 4th and 14th August 2023

20. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 18th May to 5th July 2023

21. Date of next Meeting

7th September 2023 (Scheduled)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.