



# North Horsham Parish Council

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

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8<sup>th</sup> June 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 15<sup>th</sup> June 2023 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.

*Sarah Norman*

Sarah Norman  
Parish Clerk

### **Committee**

Cllr P Burgess, Cllr G Davidson-Fernandez, Cllr J Gough, Cllr J Smithurst, Cllr S Torn, Cllr R Turner & Cllr S Wilton

### **AGENDA**

- 1. Election of Chairman**  
**Decision: To elect a Chairman**
- 2. Election of a Vice-Chairman**  
**Decision: 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.**  
**Decision: To receive apologies for absence.**
- 5. Minutes**  
Circulated previously by email and on the Parish Council website.  
**Decision: To approve and sign the Minutes of the Finance and Administration Committee Meeting held on 20<sup>th</sup> April 2023.**

- 6. Declarations of Interest**  
See Clerk's report.  
**Decision: To receive any Declarations of Interest from Members of the Committee.**
- 7. Chairman's Announcements**  
See Clerk's report  
**Decision: To note the Chairman's Announcements.**
- 8. Review of Finances to 31<sup>st</sup> May 2023**  
See Clerk's report.  
**Decisions:**

  - 1. To consider the Financial Report to 31<sup>st</sup> May 2023 including reserve balances**
  - 2. 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 30<sup>th</sup> April and 31<sup>st</sup> May 2023**
  - 3. To note the total direct expenditure for running the halls and multi courts for 2022/23**
- 9. Litter Warden direct costs 2022/23**  
See Clerk's report  
**Decision: To note that the expenditure on Litter Wardens for 2022/23 was £10,947.53 and that this is offset by an Environmental Grant from Horsham District Council**
- 10. Financial Regulations**  
See Clerk's report  
**Decision : To review and make recommendation to Council for approval**
- 11. Grant applications**  
See Clerk's report  
There is £8,170 in the grant awarding budget. Applications will be e-mailed separately.  
**Decisions:**

  - 1. To consider a grant application from Victim Support**
- 12. Date of next meeting.**  
**Decision: To note the next meeting is to be held on Thursday 17<sup>th</sup> August 2023 (Scheduled)**