



North Horsham Parish Council

Roffey Millennium Hall,
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10th August 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 17th August 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. 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 email and on the Parish Council website.

Decision: To approve and sign the Minutes of the Finance and Administration Committee Meeting held on 15th June 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 31st July 2023

See Clerk's report.

Decisions:

- i) To consider the Financial Report to 31st July 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 30th June and 31st July 2023**
- iii) VAT Analysis to 30th June 2023**

7. Internal Controls Working Party

See Clerk's report

Decisions:

- i) To receive and accept the Notes of the Working Party meetings held 12th June 2023**
- ii) To confirm the focus for the September meeting**
- iii) To note the change of date for the November meeting to 20th November 2023**

8. Appoint an Internal Auditor

See Clerk's report

Decision: To consider and agree the reappointment of the Internal Auditor for 2023/24 and the potential for a three year agreement

9. Changes to VAT treatment of Local Authority leisure service provision

See Clerk's report

Decision: To note the changes to the VAT treatment of leisure services provision and agree how to proceed, including authorisation of expenditure for any specialist advice

10. Grant applications

See Clerk's report

There is £7,670 in the grant awarding budget. Applications will be e-mailed separately.

Decision: To consider a grant application from 1st Harwood Guides

11. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 12th October 2023 (Scheduled)

12. Exclusion of Press and Public

Decision: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to contracts

13. Debtors

See Clerk's report

Decision : To agree any further action regarding any outstanding Debtors