



North Horsham Parish Council

Roffey Millennium Hall,
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7th September 2023

NOTICE OF A MEETING OF THE PROPERTY COMMITTEE

Councillors are respectfully summoned to attend a meeting of the Property Committee of North Horsham Parish Council on **Thursday 14th September 2023 commencing at 7.30pm** in Chichester Room at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below. Members of the Press and public are welcome to attend the meeting.

S. J. Norman

Sarah Norman
Clerk to the Council

Committee Members:

Cllr K. Burgess, Cllr J Davidson, Cllr R Ginn, Cllr R Knight, Cllr D Searle, Cllr J Smithurst, Cllr S Torn, Cllr T Ricket B.E.M, Cllr R Turner

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. The 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

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

See Committee Report.

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

4. Minutes

Circulated previously.

Decision: To approve and sign the Minutes of the Meeting held on 3rd August 2023.

5. Chairman's Announcements - for information and noting only

Decision: To note any announcements.

6. Finance

See Appendix A, B, the detailed I & E report, room performance report & proposed hire charges circulated via email with the agenda.

Decision:

(i) To note the Financial Report to 31st July 2023.

(ii) To recommend to the Finance & Administration Committee the proposed property budget, suggested funds to be allocated to the Earmarked Reserves and the proposed hire charges for 2024/25.

7. Completed Works

See Committee Report.

Decision: To note the completed works and ratify any detailed expenditure.

8. On-going Works

See Committee Report.

Decision: To note the on-going works and ratify any detailed expenditure.

9. Heating at Roffey Millennium Hall (RMH)

See Committee Report

Decision: To receive new information, including costings, regarding the heating provision at RMH and reconfirm, if necessary, the instruction given at the previous meeting to reverse the decision not to proceed investigative works to the AHU (min no PR/028/23) at a cost of £1196.00 + vat, to be funded from the R&R EMR.

10. Maintenance Works

See Committee Report.

Decision: To consider carrying out the birdmouth fence replacement and repairs at Holbrook Tythe Barn (HTB), totalling £776.41, to be funded from the 'Open Spaces' budget.

11. ROSPA Inspection

See Committee Report.

Decision: To note the survey and recommendations and to consider carrying out the 'medium' and 'low' works required, totalling £2,122.00 to be funded from the 'Play Area & Multicourt Maintenance' budget.

12. Review of Parish Council's Allotment Rules

See Committee Report.

Decision: To review, approve and recommend to Full Council the updated Allotment Rules.

13. 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 items relate to sensitive commercial matters.

14. Insurance Issues

See Appendix C - Confidential

Decision: To note update.

15. Date of Next Meeting.

Decision: To note the next meeting to be held on Thursday 7th December 2023.

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