



# North Horsham Parish Council

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5<sup>th</sup> October 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 12<sup>th</sup> October 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 17<sup>th</sup> August 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> August 2023**

See Clerk's report.

**Decisions:**

- 1. To consider the Financial Report to 31<sup>st</sup> August 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 31<sup>st</sup> August**

**7. Internal Controls Working Party**

See Clerk's report

**Decision: To receive and accept the Notes of the Working Party meetings held 11<sup>th</sup> September 2023 and review the ICWP Action Plan**

**8. Budget Forecast for 2023/24 and Budget Proposals for 2024/25**

See Clerk's report

**Decision : To consider Budget Forecasts for 2023/24 and Budget Proposals for 2024/25 including any recommendations from the Property Committee and Personnel Committee and agree any alterations prior to reconsideration and agreement at the December Finance & Administration Committee**

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

See Clerk's report

**Decision : To note the changes to NHPC treatment of VAT on leisure services**

**10. Financial Risk Assessment**

See Clerk's Report

**Decision : To review and agree the Financial Risk Assessment**

**11. Grant applications**

See Clerk's report

There is £7,370 in the grant awarding budget. Applications will be e-mailed separately.

**Decisions:**

- 11.1 To consider a grant application from CHAMS**
- 11.2 To consider a grant application from 4 The Youth**
- 11.3 To consider a grant application from Horsham Scouts**

**12. Policies**

See Clerk's report.

**Decision: To review the following policies and recommend adoption to Full Council noting that the Pensions Policy has also been reviewed by the Personnel Committee**

- 12.1 Pensions Policy**
- 12.2 Grants Policy**

**13. Date of next meeting.**

**Decision: To note the next meeting is to be held on Thursday 14<sup>th</sup> December 2023 (Budget - Scheduled)**