



# North Horsham Parish Council

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

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
Holbrook Tythe Barn

Email: [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

26<sup>th</sup> October 2023

## **NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to a Meeting of North Horsham Parish Council on **Thursday 2<sup>nd</sup> November 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 Council Meeting held on 7<sup>th</sup> September 2023**

**5. Decisions made by delegated power since 7<sup>th</sup> September 2023 for ratification**

See Clerk's report

**Decision : To ratify any decisions made by delegated power**

**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 12<sup>th</sup> October 2023**

**6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 21<sup>st</sup> September 2023**

**6.3 To receive and adopt the Minutes of the Property Committee Meeting held 14<sup>th</sup> September 2023**

**6.4 To receive and adopt the Minutes of the Personnel Committee Meeting held 5<sup>th</sup> October 2023**

**7. Reports from Representatives on Outside Bodies**

See Clerk's report

**Decision: To note information from representatives on outside bodies**

**8. Reports from District or County Councillors**

**Decision: To receive any report**

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

The Chairman of the NHCLT may wish to give an update

**Decision: To receive an update**

**10. Chairman's Announcements**

**Decision: To note any Chairman's announcements**

**11. Financial Matters**

See Clerk's report

i. Financial Report to 30<sup>th</sup> September 2023

ii. Expenditure lists for August and September 2023

**Decisions :**

**11.1 To note the Financial Report to 30<sup>th</sup> September 2023**

**11.2 To agree the expenditure lists for August and September 2023**

**12. External Audit**

See Clerk's report

**Decision : To note receipt of the External Auditor's certificate for the 2022/23 Audit, that no comments were raised by the Auditor, and the publication of the Notice of Conclusion of Audit**

**13. Scheme of Members' Allowance**

See Clerk's report

**Decision: To review and adopt the Scheme for 2024/25 allowing for an annual Members' Allowance of £514 in line with the Report of the HDC Independent Remuneration Panel (April 2021) and being 9.4% of the basic allowance for HDC Councillors. The next review will be undertaken in November 2024.**

- 14. CIL Working Party**  
See Clerk's report  
**Decisions :**
- 14.1 To note the reduced amount of CIL funding needed for the two defibrillators**
  - 14.2 To consider and approve if acceptable, any recommendations from the CIL Working Party held 27<sup>th</sup> October 2023**
- 15. Business Plan**  
See Clerk's report  
**Decision : To agree a reviewed Business Plan 2023-2026**
- 16. Youth Justice Programme**  
See Clerk's report  
**Decision : To consider the Parish Council's involvement with this WSCC programme and agree any potential projects if appropriate**
- 17. Policies**  
See Clerk's report  
**Decisions:**  
**To review and approve the following policies:**
- 17.1 Disciplinary Policy - as recommended by the Personnel Committee 5<sup>th</sup> October 2023 (Min. PER/26/23 refers)**
  - 17.2 Grievance Policy - as recommended by the Personnel Committee 5<sup>th</sup> October 2023 (Min. PER/26/23 refers)**
  - 17.3 Pension Policy - as recommended by the Personnel Committee 5<sup>th</sup> October 2023 (Min. PER/26/23 refers) and the Finance and Administration Committee 12<sup>th</sup> October 2023 (Min. FA/37/23 refers)**
  - 17.4 Grants Policy - as recommended by the Finance and Administration Committee 12<sup>th</sup> October 2023 (Min. FA/37/23 refers)**
  - 17.5 Allotments Rules - as recommended by the Property Committee 14<sup>th</sup> September 2023 (Min. PR/047/23 refers)**
- 18. Correspondence**  
See Clerk's Report  
**Decision: To receive correspondence lists from 7<sup>th</sup> September to 1<sup>st</sup> November 2023**
- 19. Date of next Meeting**  
11<sup>th</sup> January 2024 (Scheduled)

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