



North Horsham Parish Council

Roffey Millennium Hall,
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7th December 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 14th December 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 12th October 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 30th November 2023

See Clerk's report.

Decisions:

6.1 To consider the Financial Report to 30th November 2023 including reserve balances

6.2 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 30th September, 31st October and 30th November 2023

6.3 VAT Analysis to 30th September 2023

7. Internal Controls Working Party

See Clerk's report

Decision: To receive and accept the Notes of the Working Party meeting held 20th November 2023

8. Internal Audit Report

See Clerk's report

Decision : To receive the report, and consider any recommendations contained therein, from the Interim Internal Audit

9. Budget Forecast for 2023/24, Budget Proposals for 2024/25 and Precept requirement for 2024/25

See Clerk's report

Decision : To consider Budget Forecasts for 2023/24 and Budget Proposals for 2024/25 and make recommendation to the January Council Meeting including the Precept request for 2024/25

10. Policies

See Clerk's report.

Decision: To review the following policies and recommend adoption to Full Council :

10.1 Employer's Discretion Policy

11. Property Portfolio

Decision : To review the property portfolio

12. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 15th February 2024 (Scheduled)