



North Horsham Parish Council

Roffey Millennium Hall,
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8th February 2024

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 15th February 2024 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 14th December 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 December 2023

See Clerk's report.

Decisions:

- 6.1 To consider the Financial Report to 31st December 2023 including reserve balances**
- 6.2 To confirm, with counter signature by the Chairman, and minute to evidence the bank reconciliation (against the cashbooks) for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 31st December 2023**
- 6.3 VAT Analysis to 31st December 2023**

7. Earmarking

See Clerk's report

Decision: To consider the Earmarking of funds at the end of the financial year for any agreed but not completed projects by 31st March 2024

8. Review of Authorisation of payments procedure

See Clerk's report

Decision : To recommend any alteration to the current procedure for payment authorisations for the current Administration to May 2027

9. Grant applications

See Clerk's report

There is £6,179 in the grant awarding budget. Applications will be e-mailed separately.

Decisions:

- 9.1 To consider a grant application from 4 Sight Vision**
- 9.2 To consider a grant application from Earles Meadow Conservation Group**
- 9.3 To consider a grant application from St Catherine's Hospice**
- 9.4 To consider a grant application from North Horsham Friendship Club**

10. Date of next meeting.

Decisions:

- 10.1 To note the next meeting is to be held on Thursday 11th April 2024 (Scheduled)**
- 10.2 To agree an Extraordinary Meeting of the Committee be held on Friday 19th April at 11am to review the AGAR 2023/24 prior to presentation to the Annual Meeting of the Council on 2nd May 2024.**