



North Horsham Parish Council

Roffey Millennium Hall,
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4th April 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 11th April 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 15th February 2024.

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 29th February 2024

See Clerk's report.

Decisions:

6.1 To consider the Financial Report to 29th February 2024 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 as at 31st January and 29th February 2024 and CCLA Public Sector Deposit Fund as at 29th February 2024

7. Internal Control Working Party

See Clerk's report

Decision : To receive the Notes of the Working Party Meeting held 26th February 2024

8. Local Government Pension Scheme (LGPS)

See Clerk's report

Decision: To note that a FRS102/IAS19 report was not requested

9. Direct Debit and Standing Order Review

See Clerk's report

Decision : To recommend to Council the use of identified Direct Debits and Standing Orders in accordance with Financial Regulations 6.6 & 6.7

10. Grant applications

See Clerk's report

There is £10,000 in the grant awarding budget. Applications will be e-mailed separately.

Decisions:

1. To consider a grant application from Kent, Surrey and Sussex Air Ambulance

2. To consider a grant application from The Friendship Club

11. Date of next meeting.

Decision: To note the next meeting is to be an Extraordinary Meeting on 19th April with time to be confirmed, followed by the next scheduled meeting on Thursday 13th June 2024