

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 12th MAY 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors A. Britten, Mrs K. Burgess, P. Burgess, N. Butler*, Mrs R. Ginn*, Mrs F. Haigh, R. Knight*, M. Loates, R. Millington, Mrs H. Ralston, T. Rickett, D. Searle, S. Torn, R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk

FC/001/16 ELECTION OF CHAIRMAN

This agenda item was taken by the current Chairman of Council. Following nomination by Councillor Peter Burgess and being seconded by Councillor Rickett

IT WAS RESOLVED

That Councillor Roger Wilton be elected as Chairman of the Parish Council for the forthcoming year

FC/002/16 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman duly signed his Declaration of Acceptance of Office, which was witnessed by the Proper Officer of the Council

FC/003/16 ELECTION OF VICE CHAIRMAN

Following nomination by Councillor Turner and being seconded by Councillor Roger Wilton

IT WAS RESOLVED

That Councillor Knight be elected as Vice Chairman of the Parish Council for the forthcoming year

FC/004/16 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In the absence of the Vice-Chairman

IT WAS RESOLVED

That his Declaration of Acceptance of Office, be signed at a later date

FC/005/16 PUBLIC FORUM

There were no members of the public present

FC/006/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Butler, Mrs Ginn and Knight

FC/007/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 17th March 2016 were agreed and signed by the Chairman as being a true record

FC/008/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FC/009/16 COMMITTEE MINUTES

The following Committee Minutes were presented to Council –

(a) **Property Committee – 7th April 2016**

(b) **Planning, Environment and Transport Committee – 14th April 2016**

IT WAS RESOLVED

That the Committee Minutes be adopted

FC/010/16 ANNUAL MEETING OF THE ELECTORS OF THE PARISH

Members noted availability of the Minutes of the Annual Meeting of the Electors of the Parish held on Monday 25th April 2016; and that there were no requests. It was noted that the Minutes would be signed at the next Annual Meeting of Electors in 2017.

IT WAS RESOLVED

To note the availability of the Minutes of the Annual Meeting of the Electors of the Parish held on 25th April 2016

FC/011/16 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

FC/012/16 CASUAL VACANCIES

Members noted that there continued to be two Casual Vacancies – one each in Roffey North and Roffey South Wards – which continued to be advertised.

IT WAS RESOLVED

To note this section of the Report

FC/013/16 APPOINTMENTS TO COUNCIL COMMITTEES

(a) Finance and Administration Committee

Members noted receipt of the Clerk's Report detailing Councillors' requests as to Committee membership. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 2nd June 2016, as would membership of the Internal Controls Working Group.

IT WAS RESOLVED

That Councillors Peter Burgess, Butler, Torn and Mrs S. Wilton, together with the Chairman and Vice Chairman of Council be appointed to the Finance and Administration Committee (as laid down in Standing Order 15.9-2)

(b) Property Committee

Members noted receipt of the Clerk's Report detailing Councillors' requests as to Committee membership. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 9th June 2016

IT WAS RESOLVED

That Councillors Britten, Mrs Burgess, Knight, Millington, Searle, Torn and R. Wilton be appointed to the Property Committee (as laid down in Standing Order 15.9-3)

(c) Planning, Environment and Transport Committee

Members noted receipt of the Clerk's Report detailing Councillors' requests as to Committee membership. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 16th June 2016

IT WAS RESOLVED

That Councillors Mrs Ginn, Haigh and Rickett (Holbrook East); Councillors Knight, Ralston and Wassell (Holbrook West); Councillors Loates, Searle and Butler (Roffey North); and Councillors Millington, Turner and Mrs S. Wilton (Roffey South) be appointed to the Committee (as laid down in Standing Order 15.9-4)

(d) Personnel Committee

Members noted receipt of the Clerk's Report detailing Councillors' requests as to Committee membership. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 30th June 2016

IT WAS RESOLVED

That Councillors Loates and Rickett (together with the Chairman and Vice Chairman of Council and the Chairman of the Finance and Administration Committee be appointed to the Committee (as laid down in Standing Order 15.9-5)

FC/014/16 REPRESENTATIVES TO OUTSIDE BODIES

Members noted receipt of the Clerk's Report detailing Councillors' requests as to representatives to outside bodies.

IT WAS RESOLVED

That the following appointments be made –

- (a) BIFFA Brookhurst Wood Landfill Site Liaison Group
Britanniacrest Liaison Group
Weineberger Liaison Group
Councillor Searle**
- (b) Horsham District Association of Local Councils
Chairman and Vice-Chairman of Council**
- (c) Horsham District Burial Advisory Group
Councillor Searle**
- (d) Sussex Association of Local Councils
Chairman of Council**

(e) **Horsham in Bloom**
Councillor Mrs Ginn

(f) **Gatwick Airport Noise Management Board (NMB)**
Members noted receipt of the Clerk's Report as to an invitation for a nomination by the Parish Council of one of a number of groups to the NMB. Members considered that none of the listed organisations would sufficiently represent the Parish Council. Following discussion

IT WAS RESOLVED

That Councillor Rickett be put forward as the Parish Council's representative to the Gatwick Airport Noise Management Board (NMB)

FC/015/16 REPORTS FROM OUTSIDE ORGANISATIONS

Members noted that there were no Reports

FC/016/16 FINAL REPORT OF INTERNAL AUDITOR FOR 2015/2016

Members noted receipt of the Clerk's Report and the Summary and Audit findings sections of the Report for 2015/2016, completed by the internal auditor on 25th May 2016. Members noted that there were no adverse comments or issues raised.

IT WAS RESOLVED

To note the final Report of the Internal Auditor for the year 2015/2016

FC/017/16 COUNCIL'S SYSTEM OF INTERNAL CONTROL

Members noted receipt of the Clerk's Report and the Council's updated Consolidated Risk Assessment

IT WAS RESOLVED

That the Consolidated Risk Assessment be approved

FC/018/16 ANNUAL GOVERNANCE STATEMENT – S. 1 ANNUAL RETURN

Members noted receipt of the Clerk's Report. Following discussion

IT WAS RESOLVED

- (a) That all questions be answered as 'Yes'
- (b) That the Annual Governance Statement be completed and signed by the Chairman of Council and the Clerk/RFO

FC/019/16 ACCOUNTING STATEMENTS – S.2 ANNUAL RETURN

Members noted receipt of the Clerk's Report and of S.2 of the Annual Return completed by the Clerk/RFO and dated 4th May 2016

IT WAS RESOLVED

- (a) That the Accounting Statements be approved
- (b) That the Accounting Statements be signed by the Chairman of Council

FC/020/16 PUBLIC INSPECTION PERIOD OF THE 2015/2016 ACCOUNTS

Members noted receipt of the Clerk's Report.

IT WAS RESOLVED

That the inspection period of Monday 6th June to Friday 15th July 2016 be approved

FC/021/16 EXTERNAL AUDIT – OTHER DOCUMENTATION

Members noted receipt of the Clerk's Report and receipt of (a) a Bank Reconciliation at 31.3.2016; (b) a reconciliation between boxes 7 and 8 in S.2 of the Annual Return (Accounting Statements); and (c) an explanation of variances above 15% between 2014/2015 and 2015/2016 in S.2 of the Annual Return

IT WAS RESOLVED

To note receipt of the additional documentation to be sent to the external auditor

FC/022/16 BUDGET MONITORING INFORMATION AT 31.3.2016

Members noted receipt of the internal Budget Monitoring spreadsheets at 31.3.2016; together with the Balance Sheet at 31.3.2016 from the computerised accounting system.

IT WAS RESOLVED

To note the Budget Monitoring information

FC/023/16 DIRECT DEBITS AND STANDING ORDERS

Members noted receipt of the Clerk's Report detailing those payees to whom payment was currently made by Direct Debit for goods and services.

IT WAS RESOLVED

To approve the list of payees to who payment was made by Direct Debit

FC/024/16 APPOINTMENT OF THE INDEPENDENT INTERNAL AUDITOR

Members noted receipt of the Clerk's Report as to the re-appointment of the current Internal Auditor, Mulberry and Co. for the forthcoming financial year. Following discussion

IT WAS RESOLVED

That Mulberry and Co. be re-appointed as the Council's internal auditor for the year 2016/2017

FC/025/16 POLICY AND CONDITIONS OF HIRE IN RELATION TO THE MULTI COURTS AT HOLBROOK TYTHE BARN

Members noted receipt of the Clerk's Report and a draft Policy and Conditions of Hire. Members noted that there had been issues regarding block bookings and user's affiliation to clubs or organisations, such as a League; and that all Court users would be requested to confirm their status. Following discussion

IT WAS RESOLVED

- (a) That the Policy and Conditions of Hire in relation to the Multi Courts at Holbrook Tythe Barn be approved**
- (b) That appropriate enquiries be made of all Court users to establish their status**
- (c) That any unpaid VAT that may arise be met by the Parish Council**

FC/026/16 REVIEW OF COUNCIL POLICIES

Members noted receipt of the Clerk's Report detailing the current Council Policies; and those Policies contained within the Staff Handbook. Members noted that there were no recommended amendments to be made.

IT WAS RESOLVED

To continue approval of the listed Council Policies without amendment

FC/027/16 STANDING ORDERS

Members noted receipt of the Clerk’s Report detailing an amendments to Standing Orders – the insertion of a new monetary value in relation to the Public Contracts Regulations 2015;

IT WAS RESOLVED

That the monetary value relating to the Public Contracts Regulations 2015 (SO 28.5 – Financial Matters) be amended to read £164,176

FC/028/16 FINANCIAL REGULATIONS

Members noted receipt of the Clerk’s Report as to the annual review of Financial Regulations. Members noted that there were no suggested amendments.

IT WAS RESOLVED

To continue approval of Council’s Financial Regulations

FC/029/16 ACCOUNTS FOR PAYMENT

Members noted the list of invoices for payment tabled at the meeting.

IT WAS RESOLVED

That the schedule of accounts for payment, totalling £81,160.39, be authorised

FC/030/16 DATE OF NEXT COUNCIL MEETING

Thursday 30th June 2016 (re-scheduled from 23.6.2016)

There being no other business, the Chairman closed the meeting at 9pm

..... Signed

.....Dated