



# North Horsham Parish Council

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28<sup>th</sup> December 2016

## NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 5<sup>th</sup> January 2017 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FILCM  
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.**  
**Recommendation:- To receive apologies for absence.**
3. **Minutes.**  
**Recommendation:- To approve and sign the Minutes of the Council Meeting held on 10<sup>th</sup> November 2016.**
4. **Declarations of Interest.**  
**Recommendation:- To receive any Declarations of Interest from Members of the Council.**
5. **Committees and Working Parties.**  
Minutes circulated separately.  
**Recommendations:-**
  1. **To receive and adopt the Minutes of -**
    - (a) **Personnel Committee – 17<sup>th</sup> November 2016**
    - (b) **Property Committee - 1<sup>st</sup> December 2016**
    - (c) **Planning, Environment and Transport Committee – 8<sup>th</sup> December 2016**
    - (d) **Finance and Administration Committee – 15<sup>th</sup> December 2016**
6. **Reports from Representatives on Outside Bodies.**  
**Recommendation:- To receive and note reports from representatives on outside bodies.**

7. **Reports from District or County Councillors**  
**Recommendation:- To receive any report.**
8. **Chairman's Announcements.**  
**Recommendation:- To receive the Chairman's announcements.**
9. **Car Park in Godwin Way.**  
 Request from 13 Councillors to re-visit a decision made on 1<sup>st</sup> September 2016 not to take responsibility for the Godwin Way Car Park.  
**Recommendations:-**
1. **To consider if the Parish Council wishes to take responsibility for the Godwin Way Car Park.**
  2. **If the answer to recommendation 1 is yes, to consider how the £19,270 per annum running costs will be funded.**
  3. **To consider how the day to day running will be managed and staff impact.**
  4. **If the response to the first recommendation is yes, to consider the Heads of Lease drafted by Horsham District Council.**
10. **Financial Matters.**  
 Internal Audit, Budget, Precept  
**Recommendations:-**
- (a) **To note the Internal Auditor's interim account and agree the proposed actions.**
  - (b) **To agree the budget and precept for North Horsham Parish Council for 2017/18.**
11. **Consultations**
- (a) **Horsham District Council draft Economic Strategy.**
  - (b) **NALC Dependent Carers Allowance Survey.**
- Recommendation:- to agree responses.**
12. **Policy documents**
- |                     |                        |
|---------------------|------------------------|
| Code of Conduct     | Complaints             |
| Dispensation Scheme | E-mail, social media   |
| Grievance           | Data Protection        |
| Disciplinary        | Retention of Documents |
- Recommendation:- To adopt or review and adopt the above policies.**
13. **Correspondence**  
**Recommendation:- To receive correspondence lists from 11<sup>th</sup> November 2016 to 5<sup>th</sup> January 2017.**
14. **Date of next Meeting**  
**Thursday 16<sup>th</sup> March 2017 (scheduled).**

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