



North Horsham Parish Council

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29th June 2017

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 6th July 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 11th May 2017.
4. **Declarations of Interest.**
See Clerk's Report.
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) **Property Committee - 15th June 2017.**
 - (b) **Planning, Environment and Transport Committee – 1st June 2017 (rescheduled from 25th May 2017) and 22nd June 2017**
 - (c) **Personnel Committee – 25th May 2017.**
 - (d) **Finance and Administration Committee – 29th June 2017.**

6. **Report from the Neighbourhood Plan Steering Group**
See Clerk's Report.
Recommendation:- To receive notes from meetings held on 12th June 2017 and 26th June 2017 .
7. **Reports from Representatives on Outside Bodies.**
Recommendation:- To receive and note reports from representatives on outside bodies.
8. **Reports from District or County Councillors**
Recommendation:- To receive any report submitted.
9. **Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
10. **Financial Matters.**
See Clerk's Report.
Financial Report and Earmarked Reserves to 30th June 2017.
Expenditure list for May 2017 and June 2017.
Recommendations:-
 1. To note the Financial Report and Earmarked Reserves to 30th June 2017.
 2. To agree the expenditure lists for May 2017 and June 2017.
11. **Standing Orders**
To reduce the chances of the Planning, Environment and Transport Committee not being quorate and allow an additional person to sit on the Internal Controls Working Party.
Recommendations:-
 1. To agree an amendment to SO 4.3 'Planning, Environment and Transport Committee' as follows:- Has delegated authority and shall consist of 12 members, *preferably* three from each of the four Wards, with a quorum of 4, *preferably* one from each Ward.
 2. To agree an amendment to SO 4.5 'Internal Controls Working Group' as follows:- Has no delegated authority. *Reports to the Finance and Administration Committee. The Working group can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agree annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following:-*
 - (i) *Accounting procedures of the Council*
 - (ii) *Banking Procedures*
 - (iii) *Adherence to Financial Regulations*
 - (iv) *Internal procedural spot checks.*
12. **Members' Allowances**
See Clerk's Report.
Recommendation:- To increase the Parish Council Members' Allowance in line with Horsham District Council's (HDC) Remuneration Scheme.
13. **Horsham District Dementia Action Alliance**
See Clerk's Report.
Recommendation:- To join the Horsham District Dementia Action Alliance and agree the Action Plan to support those with dementia and their carers in the parish.

- 14. Godwin Way Car Park**
Recommendation:- To consider if the Parish Council wishes to enter into discussions with HDC and the retail community with the aim of providing support for the local retail centre.

- 15. Correspondence**
See attached.
Recommendation:- To receive correspondence lists from 12th May 2017 to 6th July 2017.

- 16. Date of next Meeting**
7th September 2017 (Scheduled)

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