



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

9th July 2020

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to attend an on-line meeting of the Finance and Administration Committee via a Zoom video conference to be held on **Thursday 16th July 2020 commencing at 7.30pm**, for the transaction of the business shown on the agenda below.

Members of the Press and public are welcome to join this video conference meeting. Please contact the Clerk for the joining details and the guidance for on-line meetings at the e-mail address or telephone number above at least three days before the meeting

Pauline Whitehead

Pauline Whitehead BA (Hons) FSLCC

Committee

Cllr P Burgess, Cllr M Cockerill, Cllr J Gough, Cllr J Smithurst, Cllr S Torn,
Cllr R. Turner, Cllr S Wilton.

AGENDA

1. Elect a Chairman

Recommendation – To elect a Chairman , nominations will be taken at the meeting.

2. Elect a Vice Chairman

Recommendation – To elect a Vice Chairman , nominations will be taken at the meeting.

3. 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.

4. Apologies.

Recommendation:- To receive apologies for absence.

5. Minutes.

Circulated previously by e-mail and on the Parish Council website.

Recommendation:- To approve and sign the Minutes of the Finance and Administration Committee Meeting on 13th February 2020.

6. Declarations of Interest.

See Clerk's Report.

Recommendation:- To receive any Declarations of Interest from Members of the Committee.

7. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To note the Chairman's Announcements.

8. Finance Review to 30th June 2020

See Appendix 1.

Recommendation:-

- 1. To note expenditure on Halls against income to 31st March 2020.**
- 2. To consider the Financial Report to 30th June 2020 including reserve balances.**
- 3. To consider retaining £18,000 Earmarked for Welcome signs in North Horsham, £4,000 for a Noticeboard upgrade and money set aside for repairs to Earles Meadow board walks (£7,260) in the General Reserve to help offset loss of income during the Covid-19 pandemic.**
- 4. To make repairs to the Board Walks at Earles Meadow from the existing Repair and Renewals fund as appropriate.**
- 5. To consider any other measures that may be required to reduce the impact of the loss of income during Covid – 19 on the financial status of the Parish Council.**
- 6. To put any recommendations to the Parish Council at their next meeting.**
- 7. To confirm and minute to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) and all additional Council Parish bank accounts as at 30th June 2020.**
- 8. To note the VAT analysis as at 30th June 2020.**

9. Appoint an Internal Auditor

Recommendation:- To appoint Mulberry and Co. as Internal Auditors for 2020/2021.

10. Financial Risk Assessment

E-mailed separately and available on the Parish Council website.

Recommendation:- To review the Financial Risk Assessment in light of the Coronavirus (Covid-19) pandemic.

11. Photocopying service and cash handling

Recommendations:-

1. To no longer offer a photocopying service at the Parish Council Office.
2. To no longer handle cash transactions at the Parish Council Office.
3. To review the situation in 12 months time.

12. WSCC Pension 'Small Scheduled Body Employer Agreement'

See Appendix 2. – E-mailed WSCC to ascertain the latest position.

Recommendation:- To agree that the Clerk is to sign the 'Small Scheduled Employer Agreement and return to West Sussex County Council.

13. Insurance Policy

See Clerk's Report. Suggestions 2 and 3 put forward by a member of the Finance and Administration Committee.

Recommendations:-

1. To note that the Parish Council's insurance policy was renewed on 1st June 2020 and that the Parish Council has a three year contract with Came and Co which ends on 31st May 2021.
2. To consider if the Committee wishes to recommend to the Parish Council to bring forward building valuations from 2022 to inform insurance values taking money from the General Reserve.
3. To consider if the format of the Asset Register should be amended.

14. Request for rent reduction

See confidential Appendix 3.

Recommendation:- To consider a request from a hirer.

15. Policies

See Appendix 4 - Investment Policy and Corporate Branding Policy.

Recommendation:- To consider the amended Investments Policy and the Corporate Branding Policy and recommend them to full Council.

16. Grant application

See Clerk's Report. The application will be e-mailed separately.

Recommendation:-

To consider a grant application for £500 from Victim Support.

To note that Age UK Horsham had put forward a grant application for £1,040 from for pop up events ion North Horsham which will be presented at the October Finance and Administration Committee Meeting.

To note that Air Ambulance Kent Surrey and Sussex approached the Parish Council for grant funding and have been sent an application form.

17. Date of next meeting.

Recommendation: To note the next meeting to be held on Thursday 8th October 2020. (Scheduled)