



North Horsham Parish Council

Roffey Millennium Hall,
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West Sussex, RH12 4DT

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2nd December 2021

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 9th December 2021 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 via Zoom video conference.

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/85444304123?pwd=a3VteINGdm5JTVNDdVhVS1U2Skxudz09>

Meeting ID : 854 4430 4123 **Passcode :** 257232

Sarah Norman

Sarah Norman
Parish Clerk

Committee

Cllr P Burgess, 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.

To receive apologies for absence.

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

Decision: To approve and sign the Minutes of the Finance and Administration Committee Meeting held on 17th October 2021.

4. Declarations of Interest (See Clerk's Report)

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 31st October 2021** (See Clerk's Report)
1. The Financial Report to 31st October 2021.
 2. A copy of the bank reconciliation to 31st October 2021 has been circulated to all Committee members by e-mail.

Decisions :

1. **To consider the Financial Report to 31st October 2021 including reserve balances.**
2. **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 31st October 2021.**

7. **Youth Provision in Horsham** (See Clerk's Report)
Decision:- To discuss any potential level of contribution towards the costs of youth engagement work in the Town prior to further consideration by Council.

8. **Budget and Precept requirement for the year ending 31st March 2023** (See Clerk's Report)
Decision: To consider and make a recommendation to Council on the Budget and resulting Precept requirement for the 2022/23 financial year.

9. **Replacement Lights at Millennium Hall, Roffey** (See Clerk's Report)
To consider recommendation of the Property Committee for replacement light units at Roffey Millennium Hall.
Decision: To agree to expenditure from R&R Reserves to fund replacement lights in Millennium Hall

10. **Community Infrastructure (CIL)** (See Clerk's Report)
Decisions: To note that the Notes of the CIL Working Party Meeting on 23rd November, which are to be referred to the next Council Meeting on 13th January 2022, together with receipt of CIL funding of £19,003.08 in respect of the period 1st April 2021 to 30th September 2021.

11. **Property Portfolio** (See Clerk's Report)
Decision: To agree how to proceed with regard to property opportunities

12. **Nationwide Business Savings Account** (See Clerk's Report)
To consider utilising the Nationwide Digital Banking Service
Decision: To agree to sign up for Digital Banking

13. **Financial Risk Assessment** (See Clerk's Report)
Decision : To note the Financial Risk Assessment

14. **Policies** (See Clerk's report)
To consider the Employer's Discretions Policy for the Local Government Pension Scheme.
Decision: To consider the Employer's Discretions Policy and if acceptable recommend its approval to Council.

15. **Internal Control Working Party** (See Clerk's Report)
Decision: To receive the Notes of the Internal Control Working Party Meeting held 29th November 2021

16. **Date of next meeting**
To note the next meeting is to be held on Thursday 10th March 2022. (Scheduled)