



North Horsham Parish Council

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28th April 2022

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the Annual Meeting of North Horsham Parish Council on **Thursday 5th May 2022 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

<https://us02web.zoom.us/j/84246015983?pwd=QnViNUZmQU54bERYbVgqU3ZOemJjZz09>

Meeting ID: 842 4601 5983 : **Passcode:** 139393

Sarah Norman

Sarah Norman
Clerk to the Council

AGENDA

- 1. Election of Chairman of the Council 2022/23**
Decision: To nominate and elect a Chairman
The newly elected Chairman will make the statutory Declaration of Acceptance of Office
- 2. Election of Vice-Chairman of the Council 2022/23**
Decision: To nominate and elect a Vice-Chairman
- 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 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
- 4. Apologies for absence**
Decision: To receive apologies for absence
- 5. Declarations of Interest**
See Clerk's report
Any changes in interests should be reported to the Clerk as soon as possible
Decision: To receive any Declarations of Interest from Members of the Council

- 6. Minutes**
Circulated separately and on the Parish Council website
Decision: To approve and sign the Minutes of the Council Meeting held on 3rd March 2022
- 7. Decisions made by delegated power since 3rd March 2022 for ratification**
See Clerk's report
Decision: To note the use of the scheme of delegation for decisions necessary due to the cancellation of the March Planning, Environment and Transport Committee Meeting
- 8. Committees and Working Parties**
Minutes circulated separately and, on the website. Also see Clerk's report
Decisions:
 - 1. To receive and adopt the Minutes of the Finance and Administration Committee Meeting held on 10th March 2022 including ratification of:**
 - i. Min. FA/495/22 - Recommendation to approve the Direct Debit Mandates.**
 - 2. To note that the Planning, Environment and Transport Committee Meeting scheduled for 24th March 2022 was cancelled due to staff shortages arising from COVID**
 - 3. To receive and adopt the Minutes of the Personnel Committee Meeting held on 29th March 2022**
 - 4. To receive and adopt the Minutes of the Property Committee Meeting on 7th April 2022**
- 9. Reports from Representatives on Outside Bodies**
Decision: To note information from representatives on outside bodies
- 10. Reports from District or County Councillors**
None received
Decision: To receive any report
- 11. Report from the North Horsham Community Land Trust (NHCLT) link councillor**
The Chairman of the NHCLT may wish to give an update
Decision: To receive an update
- 12. Chairman's Announcements**
Decision: To note any Chairman's announcements
- 13. Calendar of Meetings for 2022/23**
See Clerk's report
Decision: To agree a final calendar of meetings for 2022/23

14. Appointment to Council Committees and Outside Bodies

See Clerk's report

Please notify the Clerk if you wish to stand down from a committee, working party or as a representative on an outside body.

Decision: To agree the membership of four standing committees and representation on outside bodies for 2022/23

15. Financial Matters

See Clerk's report

1. Financial Report to 31st March 2022
2. Expenditure lists for March and April 2022
3. Asset Register

Recommendations:-

1. **To note the Financial Report to 31st March 2022**
2. **To agree the expenditure lists for February and March 2022**
3. **To agree the asset register to 31st March 2022**

16. Internal Audit Report 2021/22 - Final

See Clerk's Report

Decisions :

- i. **To note the final report from the Internal Auditor, the points raised and the actions in response.**
- ii. **To agree the review of the effectiveness of the internal audit**

17. Annual Governance and Accounting Statement 2021/22

See Clerk's report

1. **To consider and agree the Council's responses to each statements on the Annual Governance Statement 2021/22 noting the Internal Auditor's comments in the Final Report regarding the response to question 4 (Section 1 of the Annual Governance and Accountability Return (AGAR))**
2. **To resolve that the Annual Governance Statement 2021/22 be signed by the Chairman and Clerk**
3. **To agree the Accounting Statement 2021/22 (Section 2 of the AGAR) noting that these were signed by the Clerk prior to presentation to Council**
4. **To resolve that the Accounting Statements 2021/22 be signed by the Chairman**
5. **To note additional information to be submitted to the external auditor in support of the AGAR.**
6. **To adopt the dates for the period of exercise of public rights from 6th June 2022 to 15th July 2022 inclusive**

18. Expenditure from Earmarked Reserves

See Clerk's report

Decision : To approve expenditure from the Repair and Renewal Earmarked Reserve of £1,860 plus VAT for remedial works to MUGA floodlighting

19. Insurance arrangements for 2022/23

See Clerk's Report

Decision : To agree the insurance policy due for renewal on 1st June 2022 and consider the Parish Council entering a three-year long-term agreement with Gallagher terminating on 31st May 2025

20. Policies

See Clerk's report

Decisions: To approve the following policies:

- a) **Bus Shelter via Prop Comm**
- b) **Tree Works via Prop Comm**

21. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 4th March 2022 to 4th May 2022

22. Date of next Meeting

7th July 2022 (Scheduled)

23. Exclusion of Press and Public

Decision: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters

24. Staff Recruitment

Decision: To ratify the appointment of a Deputy Clerk

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