



North Horsham Parish Council

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

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16th June 2022

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 23rd June 2022 commencing at 7.30pm**, for the transaction of the business shown on the Agenda below. Members of the public and press may attend the meeting but are encouraged to do so virtually, using the following online Zoom link:

<https://us02web.zoom.us/j/85951556528?pwd=M3lLZDFmNklWRzFQeTQrVDNGa3dKdz09>

Meeting ID: 859 5155 6528

Passcode: 770716

Sarah Norman

Sarah Norman
Parish Clerk

Committee

Cllr P Burgess, Cllr J Gough, Cllr A Shine, Cllr J Smithurst, Cllr S Torn, Cllr R Turner & Cllr S Wilton

AGENDA

- 1. Elect a Chairman**
Decision: To elect a Chairman

- 2. Elect a Vice-Chairman**
Decision: To 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 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.**
Decision: To receive apologies for absence.

5. **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 10th March 2022.
6. **Declarations of Interest.** See Clerk's Report
Decision: To receive any Declarations of Interest from Members of the Committee.
7. **Chairman's Announcements.** See Clerk's Report
Decision: To note the Chairman's Announcements.
8. **Review of Finances to 31st May 2022.** See Clerk's Report
 - i. The Financial Report to 31st May 2022.
 - ii. Bank reconciliations to 31st May 2022
 - iii. VAT analysis to 31st March 2022
 - iv. Analysis of direct costs for Halls and Multi Courts

Decisions:

- i. To consider and note the Financial Report to 31st May 2022 including reserve balances.
 - ii. To confirm and minute to evidence the bank reconciliations (against the cash books) for the Lloyds Bank Accounts as at 28th February, 31st March, 30th April and 31st May 2022 and the bank reconciliations (against the ledger reports) for Nationwide and Co-operative Bank Accounts as at 31st March 2022.
 - iii. To note the VAT Analysis to 31st March 2022.
 - iv. To note that the total direct expenditure for running the halls and multi courts for 2021/22 was £158,760 against income of £153,017.
9. **Litter Warden direct costs 2021/22.** See Clerk's Report
Decision: To note that the expenditure on Litter Wardens for 2021/22 was £7,487.62 and that this is covered by an Environmental Grant from Horsham District Council
10. **Appoint an Internal Auditor.** See Clerk's Report
Decision: To consider and agree the reappointment of the Internal Auditor for 2022/23
11. **Local Government Pension Scheme (LGPS).** See Clerk's Report
Decision: To note that no FRS102/IAS19 reporting was requested
12. **Asset Register.** See Clerk's Report
Decision: To consider a minimum threshold for inclusion in the Register
13. **Non-Domestic Rates 2020/21 and 2021/22.** See Clerk's Report
Decision: To receive an update on the withdrawal of the NDDR Rate Relief given by HDC in 2020/21 and 2021/22 and agree any further action

14. **Financial Regulations.** See Clerk's Report
Decision : To review and make a recommendation to Council on the Financial Regulations
15. **Property Reinstatement Cost Assessments.** See Clerk's report
Decision : To appoint a surveyor to carry out Reinstatement Cost Assessments for Parish Council properties
16. **Policies.** See Clerk's Report
Decision: To consider, agree any further changes and recommend to Council the adoption of the resulting Investments Policy and Corporate Branding Policy
17. **Grant applications.** See Clerk's Report
There is £10,000 in the Grant budget. Applications will be e-mailed separately.
Decisions:
 1. To consider a grant application from Air Ambulance Charity Kent, Surrey & Sussex
 2. To consider a grant application from Victim Support
18. **Date of next meeting.**
Decision: To note the next scheduled meeting is to be held 25th August 2022