



North Horsham Parish Council

Roffey Millennium Hall,
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30th June 2022

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council on **Thursday 7th July 2022 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business 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/82568708102?pwd=Mk1xUndhK0JvaVA3b0NKSEJodkR5UT09>

Meeting ID: 825 6870 8102 **: Passcode:** 780560

Sarah Norman

Sarah Norman
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.

This item will include a report from Andrew Connett, Hon Secretary of Roffey Cricket Club about the club's current activities and plans for the future.

2. Apologies for absence

Decision: To receive apologies for absence

3. 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

4. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Annual Meeting of the Council held on 5th May 2022

5. **Decisions made by delegated power since 5th May 2022 for ratification**
See Clerk's report
6. **Committees and Working Parties**
Minutes circulated separately and, on the website. Also see Clerk's report
Decisions:
 - 6.1 **To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 28th April and 26th May and 16th June 2022.**
 - 6.2 **To receive and adopt the Minutes of the Property Committee Meeting held 9th June 2022.**
 - 6.3 **To receive and adopt the Minutes of the Finance and Administration Committee Meeting held 23rd June 2022.**
 - 6.4 **To note the cancellation of the scheduled Personnel Committee Meeting due to be held 19th May 2022.**
7. **Reports from Representatives on Outside Bodies**
See Clerk's report
Decision: To note information from representatives on outside bodies
8. **Reports from District or County Councillors**
Decision: To receive any reports
9. **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
10. **Chairman's Announcements**
See Clerk's report
Decision: To note any Chairman's announcements
11. **To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations**
See Clerk's report
Decisions:
 - 11.1 **To approve and adopt the reviewed Standing Orders inc. Terms of Reference**
 - 11.2 **To approve the Financial Regulations following recommendation by the Finance and Administration Committee**
12. **Dispensation Scheme**
See Clerk's report
Decision : To review, and subsequently agree the adoption of the Dispensation Scheme

13. Annual Parish Meeting

See Clerk's report

Decision: To receive and note the Minutes of the Annual Parish Meeting held 25th April 2022 and the published Annual Report 2022

14. Financial Matters

See Clerk's report

1. Financial Report to 31st May 2022
2. Expenditure lists for April and May 2022

Recommendations:-

1. **To note the Financial Report to 31st May 2022**
2. **To agree the expenditure lists for April and May 2022**

15. Queens Green Canopy

See Clerk's report

Decision: To receive an update on the Queen's Green Canopy and agree the style and budget for funding any purchase of a commemorative plaque.

16. Horsham In Bloom

See Clerk's report

Decision : To consider Parish Council involvement in the Horsham in Bloom Annual Awards, should the event be held in 2022

17. Policies

See Clerk's report

Decisions:

17.1 To review and approve the following policies:

- a) **The Freedom of Information Publication Scheme**
- b) **Training and Development**
- c) **Recruitment of Ex-Offenders**
- d) **Legionella Control**
- e) **Handling of DBS Cert info**
- f) **General Privacy**
- g) **Fire Safety Policy**
- h) **Documents & Records Data Breach & Notification**
- i) **CCTV**

17.2 To approve the recommendation of the Finance & Administration Committee Meeting 23rd June 2022 (Min. FA/16/22) to adopt the Corporate Branding Policy

18. Risk Management Scheme

See Clerk's report

Decision : To review and approve the Risk Management Scheme including:

- **Fire Safety Risk Assessment**
- **Health and Safety Risk Assessment**
- **Legionella Risk Assessment**

- **Financial and Management Risk Assessment**
- **Fire Safety Policy (considered under Agenda item 17)**
- **Health & Safety Statement of General Policy**
- **Legionella Control Policy (considered under Agenda item 17)**

19. To Consider Approval of Absence from Meetings For Cllrs. A. Shine and Mrs. R. Ginn

See Clerk's report

Decision: To consider a request from Cllrs. Shine and Mrs. Ginn for approved absence from meetings

20. UK Shared Prosperity Fund

See Clerk's report

Decision: To consider and agree any submission to HDC on local issues the fund could assist in addressing

21. Correspondence

See Clerk's report

Decision: To receive correspondence lists from 5th May 2022 to 6th July 2022

22. Date of next Meeting

1st September 2022 (Scheduled)

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