



North Horsham Parish Council

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

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6th October 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 13th October 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/83299325509?pwd=Uk1Kd0t5T08vNlZqeGM4VGx2OWFVQT09>

Meeting ID: 832 9932 5509

Passcode: 333109

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. 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

Decision: 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 23rd June 2022

4. Declarations of Interest

See Clerk's report

Decision: 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 30th September 2022

See Clerk's report

- i. The Financial Report to 30th September 2022.
- ii. Bank reconciliations to 30th September 2022
- iii. VAT analysis reports to 30th June and 30th September 2022

Decisions:

- i. To consider and note the Financial Report to 30th September 2022 including reserve balances
- ii. To confirm and minute to evidence the bank reconciliations (against the bank statements) for the Lloyds Bank Accounts as at 30th June, 31st July, 31st August and 30th September 2022
- iii. To note the VAT Analysis reports to 30th June and 30th September 2022 including that the De Minimis threshold of £7,500 was not exceed.

7. Internal Controls Working Party

See Clerk's report

Decision: To receive and accept the Notes of the Working Party meetings held 27th June and 14th September 2022

8. Internal Audit Report

See Clerk's report

Decision : To receive the report, and consider any recommendations contained therein, from the Interim Internal Audit

9. Option to opt out of the SAAA central external auditor appointment arrangements

See Clerk's report

Decision : To ratify the decision to not opt-out of the central procurement and appointment scheme with SAAA.

10. Property Reinstatement Cost Assessments

See Clerk's report

Decision : To note the Reinstatement Costs Assessments for each building and agree whether to reduce the sums insured and receive a refund or leave them as they are.

11. Upgrade to Digital Phone Lines, Including Wi-fi Provision at Holbrook Tythe Barn & North Heath Hall

See Clerk's report

Decision : To receive and consider the recommendation from the Property Committee for the upgrade to digital phone lines, including Wi-fi provision at all Halls at a cost of £5,844.11 and agree how this is to be funded

12. **Budget Forecast for 2022/23 and Budget Proposals for 2023/24**
See Clerk's report
Decision : To consider Budget Forecasts for 2022/23 and Budget Proposals for 2023/24 including any recommendations from the Property Committee and Personnel Committee and agree any alterations prior to reconsideration and agreement at the December Finance & Administration Committee.
13. **HDC Update for Infrastructure Delivery Plan**
See Clerk's report
Decision: To consider responding to HDC's request for an update on projects identified in the Horsham District Infrastructure Delivery Plan 2016
14. **Financial Risk Assessment**
See Clerk's Report
Decision : To review and agree the Financial Risk Assessment
15. **Grant applications.**
See Clerk's Report
There is £9,200 in the Grant budget. Applications will be e-mailed separately.
Decisions: To consider a grant application from Home-Start Crawley, Horsham and Mid Sussex
16. **Date of next meeting.**
Decision: To note the next scheduled meeting is to be held 8th December 2022 (Budget Meeting)