



North Horsham Parish Council

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

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

1st December 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 8th December 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/87641381023?pwd=Y29hajRTQjlhWUdCdXFQU1VMZmZLdz09>

Meeting ID: 876 4138 1023

Passcode: **381424**

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 13th October 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 31st October 2022

See Clerk's report

- i. The Financial Report to 31st October 2022.
- ii. Bank reconciliations to 31st October 2022
- iii. Cash & Bank Reconciliation as at 31st October 2022, including the deposits with Nationwide and Co-Operative Bank.

Decisions:

- i. To consider and note the Financial Report to 31st October 2022 including reserve balances
- ii. To confirm, with counter signature by the Chairman, and minute to evidence the bank reconciliations for the Lloyds Bank Accounts as at 31st October 2022
- iii. To note the Cash & Bank Reconciliations and minute to evidence their agreement with the corresponding statements.

7. Internal Controls Working Party

See Clerk's report

Decision: To receive the Notes of the Working Party Meeting held 29th November 2022

8. Budget Forecast for 2022/23, Budget Proposals for 2023/24 and Precept requirement for 2023/24

See Clerk's report

Decision : To consider Budget Forecasts for 2022/23 and Budget Proposals for 2023/24 and make recommendation to the January Council Meeting including the Precept request for 2023/24

9. Cash Deposit

See Clerk's report

Decision : To consider and agree any change to the short-term cash deposits

10. Grant Applications

To consider any Grant applications received.

There is £8,100 in the Grant budget. Applications will be e-mailed separately.

Decisions: To consider grant applications from West Sussex Mediation Service and Hope Charity Project

11. Date of next meeting.

Decision: To note the next scheduled meeting is to be held 16th February 2023