



# 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

9<sup>th</sup> February 2023

## **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 16<sup>th</sup> February 2023 commencing at 7.30pm**, for the transaction of the business shown on the agenda below. Members of the Press and public are welcome to attend the meeting via Zoom video conference.

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/83241415984?pwd=bldraGxITXMvM2k5NWcyK3lwTEJ5Zz09>

**Meeting ID :** 832 4141 5984

**Passcode :** 311559

*Sarah Norman*

Sarah Norman

Parish Clerk

### **Committee**

Cllr P Burgess, Cllr J Gough, 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 8<sup>th</sup> December 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 31<sup>st</sup> January 2023**

See Clerk's Report.

- i. The Financial Report to 31<sup>st</sup> January 2023
- ii. Bank reconciliations to 30<sup>th</sup> November, 31<sup>st</sup> December 2022 and 31<sup>st</sup> January 2023
- iii. VAT Analysis to 31<sup>st</sup> December 2022

**Decision:**

- i. **To consider the Financial Report to 31<sup>st</sup> January 2023 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 30<sup>th</sup> November 2022, 31<sup>st</sup> December 2022 and 31<sup>st</sup> January 2023**
- iii. **To note the VAT Analysis to 31<sup>st</sup> December 2022**

**7. Earmarking**

See Clerk's report

**Decision : To consider the Earmarking of funds at the end of the financial year for any agreed but not completed projects by 31<sup>st</sup> March 2023**

**8. S106 Funding**

See Clerk's report

**Decision : To note the updated unspent S106 report and agree any action**

**9. West Sussex Pension Fund**

See Clerk's report

**Decision : To note the completion of the Triennial Valuation including the Employer contributions for 2023 to 2026**

**10. Councillor Email Addresses**

See Clerk's report

**Decision : To agree how to proceed with the regard to the provision of .gov.uk email addresses for all Councillors**

**11. Review authorisation of payments procedure**

See Clerk's report

**Decision : To consider and if acceptable agree to recommend to Council the continuation of the remote authorisation of payments, with an option of reviewing in person.**

12. **Asset Management and Replacement**  
See Clerk's Report  
**Decision: To consider and make any recommendations to Council regarding the Council's Asset Management and Replacement.**
13. **Council Vehicle**  
See Clerk's report  
**Decision: To consider the potential to purchase a Parish Council vehicle.**
14. **Policies**  
See Clerk's report.  
**Decision: To review the Investment Policy and recommend an amended document to Council for adoption.**
15. **Grant applications.** See Clerk's Report. There is £5,500 in the grant awarding budget. Applications will be e-mailed separately.  
**Decisions:**  
  1. **To consider a grant application from the Friendship Group**
  2. **To consider a grant application from Earles Meadow Conservation Group**
16. **Date of next meeting.**  
See Clerk's  
**Decision: To consider and agree a change to the Scheduled date for the next meeting from 13<sup>th</sup> April 2023 to Thursday 20<sup>th</sup> April 2023**