



North Horsham Parish Council

Roffey Millennium Hall,
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11th May 2023

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the Annual Meeting of North Horsham Parish Council on **Thursday 18th May 2023 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Sarah Norman

Sarah Norman
Clerk to the Council

AGENDA

- 1. Election of Chairman of the Council 2023/24**
Decision: To nominate and elect a Chairman
The newly elected Chairman will make the statutory Declaration of Acceptance of Office
- 2. Election of Vice-Chairman of the Council 2023/24**
Decision: To nominate and elect a Vice-Chairman
- 3. Declaration of Acceptance of Office**
See Clerk's Report
Decision : To confirm whether all Declarations of Acceptance of Office have been duly signed and if necessary, resolve when any outstanding Declarations may be completed
- 4. 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
- 5. Apologies for absence**
Decision: To receive apologies for absence

6. 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

7. General Power of Competence

See Clerk's report

Decision : To resolve that North Horsham Council meets the conditions laid down in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and at this, the annual relevant meeting, reaffirms its adoption of the General Power of Competence

8. Dispensations

See Clerk's report

Decision : To agree the Dispensation requests from Councillors for the next 4 years until May 2027, for business relating to the Parish Precept and Members' Allowance (as required) as without the Dispensation, the number of persons prohibited from participating would be so great a proportion as to impede the transaction of the business

9. Appointment to Council Committees and Outside Bodies

See Clerk's report

Please notify the Clerk if you wish to stand down from a committee, working party or as a representative on an outside body.

Decision: To agree the membership of the four standing Committees, Working Parties and representation on outside bodies for 2023/24

10. Bank Signatories

See Clerk's report

Decision : To confirm the authorised signatories for all Parish Council accounts

11. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Council Meeting held on 2nd March 2023

12. Committees and Working Parties

Minutes circulated separately and, on the website.

- i. To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 23rd March and 27th April 2023**
- ii. To receive and adopt the Minutes of the Property Committee Meeting held 6th April 2023**
- iii. To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 20th April 2023**

- 13. Reports from Representatives on Outside Bodies**
Decision: To note information from representatives on outside bodies
- 14. Reports from District or County Councillors**
None received
Decision: To receive any report
- 15. 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
- 16. Chairman's Announcements**
Decision: To note any Chairman's announcements
- 17. Financial Matters**
See Clerk's report
- i. Financial Report to 31st March 2023
 - ii. Expenditure lists for February and March 2023
 - iii. Asset Register
- Decisions :**
- i. **To note the Financial Report to 31st March 2023**
 - ii. **To agree the expenditure lists for February and March 2023**
 - iii. **To agree the asset register to 31st March 2023**
- 18. Internal Audit Report 2022/23 - Final**
See Clerk's Report
Decisions :
- i. **To note the final report from the Internal Auditor, the points raised and the actions in response.**
 - ii. **To undertake the review and agree the effectiveness of the Internal Audit**
- 19. Annual Governance and Accounting Statement 2022/23**
See Clerk's report
Decisions :
- i. **To consider and agree the Council's responses to each statement on the Annual Governance Statement 2022/23 and resolve that Section 1 be signed by the Chairman and Clerk**
 - ii. **To agree the Accounting Statement 2022/23 (Section 2 of the AGAR) noting that these were signed by the Clerk prior to presentation to Council**
 - iii. **To resolve that the Accounting Statements 2022/23 be signed by the Chairman**
 - iv. **To note additional information to be submitted to the External Auditor in support of the AGAR.**

- v. To adopt the dates for the period of exercise of public rights from 5th June to 14th July 2023 inclusive

20. Insurance arrangements for 2022/23

See Clerk's Report

Decision : To agree the insurance policy due for renewal on 1st June 2023

21. Annual Parish Meeting

See Clerk's report

Decision : To note the Annual Report and unconfirmed Minutes of the Annual Parish Meeting held on 24th April 2023

22. Policies

See Clerk's report

Decisions: To approve the following policies:

- a) **Business Continuity Policy and Plan as recommended by the Finance and Administration Committee Meeting held 20th April 2023 (Min. FA/71/23 refers)**

23. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 2nd March 2023 to 17th May 2023

24. Date of next Meeting

6th July 2022 (Scheduled)

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