



North Horsham Parish Council

Roffey Millennium Hall,
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West Sussex, RH12 4DT

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4th January 2024

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to a Meeting of North Horsham Parish Council on **Thursday 11th January 2024 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. 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

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 Council Meeting held on 2nd November 2023

5. Forecast for Year Ending 31st March 2024, Budget and Precept requirement for Year Ending 31st March 2025

See Clerk's report

Decisions:

5.1 To Agree the recommended Forecast for year ending 31st March 2024

5.2 To Agree the recommended Budget for year ending 31st March 2025

5.3 To Resolve to Agree the recommended Precept requirement of £380,247 for the year ending 31st March 2025

6. **Decisions made by delegated power since 2nd November 2023 for ratification**
See Clerk's report
Decision :
7. **Committees and Working Parties**
Minutes circulated separately and, on the website.
 - 7.1 **To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 14th December 2023**
 - 7.2 **To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 26th October, 23rd November and 21st December 2023**
 - 7.3 **To receive and adopt the Minutes of the Property Committee Meeting held 7th December 2023**
8. **Reports from Representatives on Outside Bodies**
See Clerk's report
Decision: To note information from representatives on outside bodies
9. **Reports from District or County Councillors**
Decision: To receive any report
10. **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
11. **Chairman's Announcements**
Decision: To note any Chairman's announcements
12. **Financial Matters**
See Clerk's report
 - 12.1 Financial Report to 30th November 2023
 - 12.2 Payment and Transfer lists for October and November 2023**Decisions :**
 - 12.1 **To note the Financial Report to 30th November 2023**
 - 12.2 **To agree the Payment and Transfer lists for October and November 2023**
13. **Annual Parish Meeting**
See Clerk's report
Decision: To consider and agree the format, location and any invited speakers for the Annual Parish Meeting on Monday 22nd April 2024
14. **HDC Local Plan Review**
See Clerk's Report
Decision :
15. **Calendar of Meetings 2023 to 2024**
See Clerk's report
Decision : To resolve to approve the calendar of meetings for the year May 2024 to May 2025

16. WSALC and NALC Subscriptions

See Clerk's report

Decision : To agree the WSALC and NALC Subscriptions for 2024/25 of £3,090.19

17. Policies

See Clerk's report

Decisions: To review and approve (if appropriate) the following policies:

17.1 Statement of Intent as to Community Engagement

17.2 Horsham District Dementia Friendly Communities Action Plan

17.3 Safeguarding Policy

17.4 Website Accessibility Policy

17.5 Dog Bin Policy - as recommended by the PET Committee meeting held 21st December 2023 (Min. PET/086/23 refers)

17.6 Employer's Discretion Policy - as recommended by the Finance and Administration Committee meeting held 14th December 2023 (Min. FA/48/23 refers)

18. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 2nd November 2023 to 10th January 2024

19. Date of next Meeting

Extraordinary Meeting - date to be confirmed if agreed
7th March 2024 (Scheduled)

20. Exclusion of Press and Public

Decision: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to contractual matters

21. Harwood Road Allotments

See Clerk's confidential report

Decision : To consider the renewal of the Lease for the Harwood Road Allotments

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