



# North Horsham Parish Council

Roffey Millennium Hall,  
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25<sup>th</sup> April 2024

## **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 2<sup>nd</sup> May 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. Election of Chairman of the Council 2024/25**  
**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 2024/25**  
**Decision: To nominate and elect a Vice-Chairman**
- 3. 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
- 4. Apologies for absence**  
**Decision: To receive apologies for absence**
- 5. 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**
- 6. Local Policing Report**  
To welcome PCSO Sophie Norman for a report on policing issues local to North Horsham (subject to operational duties)
- 7. Co-Option for Councillor Vacancies**  
See Clerk's report  
**Decision : To consider the applications for Co-option from Mr N Grant, Mr C Mitchell, Mr N Simmonds and Mr G Turner for the 4 vacancies and if successful, note the signing of the Declarations of Acceptance of Office**

- 8. 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 2024/25**
- 9. Bank Signatories**  
See Clerk's report  
**Decision : To confirm the authorised signatories for all Parish Council accounts**
- 10. Minutes**  
Circulated separately and on the Parish Council website  
**Decision: To approve and sign the Minutes of the Council Meeting held on 7<sup>th</sup> March 2024**
- 11. Decisions made by delegated power since 7<sup>th</sup> March 2024 for ratification**  
See Clerk's report  
**Decision : To ratify any delegated decisions.**
- 12. Committees and Working Parties**  
Minutes circulated separately and, on the website.
  - 12.1 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 27<sup>th</sup> March and 24<sup>th</sup> April 2024**
  - 12.2 To receive and adopt the Minutes of the Property Committee Meeting held 3<sup>rd</sup> April 2024**
  - 12.3 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 11<sup>th</sup> April including the recommendation to approve the Direct Debit and Standing Order Mandates (Min. FA/69/24 refers) and 19<sup>th</sup> April 2024 (recommendation regarding AGAR to be considered under Agenda item 20)**
- 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

17.1 Financial Report to 31<sup>st</sup> March 2024

17.2 Payment and Transfer lists for February and March 2024

17.3 Asset Register

**Decisions :**

17.1 To note the Financial Report to 31<sup>st</sup> March 2024

17.2 To agree the Payment and Transfer lists for February and March 2024

17.3 To agree the Asset Register to 31<sup>st</sup> March 2024

**18. Internal Audit Report 2023/24 - Final**

See Clerk's Report

**Decisions :**

18.1 To note the final report from the Internal Auditor, the points raised and the actions in response and the completion of Section 3 of the AGAR.

18.2 To undertake the review of, and agree the effectiveness of the Internal Audit

**19. Annual Review of the Council's Internal Control Procedures and Practices**

See Clerk's report

**Decision:** To agree that the financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions.

**20. Annual Governance and Accounting Return (AGAR) 2023/24**

See Clerk's report and recommendation from Finance and Administration Committee Meeting held 19<sup>th</sup> April 2024 (Min. FA/75/24 refers)

**Decisions :**

20.1 To note the completion of the Annual Internal Audit Report

20.2 To consider and agree the Council's responses to each statement on the Annual Governance Statement 2023/24 and resolve that Section 1 be signed by the Chairman and Clerk

20.3 To agree the Accounting Statement 2023/24 (Section 2 of the AGAR) noting that these were signed by the Clerk prior to presentation to Council

20.4 To resolve that the Accounting Statements 2023/24 be signed by the Chairman

20.5 To note additional information to be submitted to the External Auditor in support of the AGAR

20.6 To adopt the dates for the period of exercise of public rights from 3<sup>rd</sup> June to 12<sup>th</sup> July 2024 inclusive noting that this includes the first 10 working days in July as required.

**21. Code of Conduct Dispensation Scheme**

See Clerk's report

**Decision :** To approve and continue the adoption of the existing Dispensation Scheme

- 22. Insurance arrangements for 2024/25**  
See Clerk's report  
**Decision : To agree the insurance policy due for renewal on 1<sup>st</sup> June 2024 as part of the 3 year agreement ending 2025, at an annual premium of £14,736.70**
- 23. Festive Lighting Working Group**  
See Clerk's report  
**Decision : To consider the recommendations to increase the budget for Festive Lighting in 2024 to £4,200 and to fund the installation of 20 lit Christmas trees together with string lighting in Fitzalan Road and agree how to proceed**
- 24. Community Engagement**  
See Clerk's report  
**Decision : To consider further community engagement events**
- 25. Correspondence**  
See Clerk's Report  
**Decision: To receive correspondence lists from 7<sup>th</sup> March 2024 to 1<sup>st</sup> May 2024**
- 26. Date of next Meeting and to consider amending the calendar of meetings for 2024/25**  
See Clerk's report  
**Decision : To note the date of the next meeting as 4<sup>th</sup> July 2024 (Scheduled) and to agree changes in the dates for the meetings in April and May 2025**

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