



North Horsham Parish Council

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29th August 2024

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a Meeting of North Horsham Parish Council on **Thursday 5th September 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 meeting held on 4th July 2024

5. Decisions made by delegated power since 4th July 2024 for ratification

See Clerk's report

6. Committees and Working Parties

Minutes circulated separately and, on the website.

6.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 15th August 2024 (recommendations regarding Internal Auditor dealt with under Agenda item 13) **including :**

6.1.1 Recommendation to write off debt of £24 in relation to invoice 27895 (Min. FA/28/24 refers)

6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 25th July and 22nd August 2024 including:

6.2.1 Recommendation for a litter pick with volunteers from St Marks Church covered by the Council's PLI and including expenditure from the Litter Warden budget to purchase disposable gloves (Min. PET/033/24 refers)

6.3 To receive and adopt the Minutes of the Property Committee Meeting held 8th August 2024 (recommendations regarding policies dealt with under Agenda item 19) **including:**

6.3.1 Recommendation to alter the next meeting date from 12th September to 3rd October 2024 (Min. PR/034/24 refers)

6.4 To receive and adopt the Minutes of the Personnel Committee Meeting held 25th July 2024 (recommendations regarding policies dealt with under Agenda item 19)

7. Horsham Wildways

See Clerk's report

Decision: To receive a report regarding Horsham Wildways and agree any further action

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

See Clerk's report. 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

Decisions:

12.1 To note the Financial Report to 31st July 2024

12.2 To agree the Payment and Transfer lists for June and July 2024

13. Internal Auditor

See Clerk's report

Decisions:

13.1 To ratify the appointment of Mulberry Local Authority Services Ltd as the Internal Auditor for a three-year period ending 2025/26

13.2 To agree whether amendments should be made to the Terms of Reference (included as part of the Standing Orders) and the Financial Regulations at the next scheduled review, to delegate the appointment of the Internal Auditor to the Finance and Administration Committee

14. Committee Appointments

See Clerk's report

Decision: To consider appointments for the vacancies on the Property and PET Committees

15. **VE Day 80th Celebration - 2025**
See Clerk's report
Decisions: To consider commemorating the 80th anniversary of VE Day and if agreed appoint a Working Party, including confirming the membership, to make recommendations to Council
16. **Community Engagement**
See Clerk's report
Decisions: To agree how to proceed with community engagement events
17. **Solar Panels**
See Clerk's report
Decision: To consider and agree action regarding the installation of solar panels to any of the Council's three buildings and recommend funds to be included in the 2025/26 Budget
18. **Dispensations**
See Clerk's report
Decision: To agree the Dispensation requests from Co-opted Cllrs. Mahon, Simmonds and Turner until May 2027, for business relating to the Parish Precept as without the Dispensation, the number of persons prohibited from participating may be so great a proportion as to impede the transaction of the business
19. **Policies**
See Clerk's report
Decisions:
19.1 To review and approve the following policy:
a) Subject Access Request Policy
19.2 To approve the recommendation of the Personnel Committee Meeting 25th July 2024 (Min. PER/19/24) to adopt the following policies:
i) Dignity and Respect at Work Policy
ii) Equal Opportunities Policy
iii) Secondary Employment, Volunteering and Political Work Policy
iv) Standards of Behaviour at Work Policy
19.3 To approve the recommendation of the Property Committee Meeting 8th August 2024 (Min. PR/031/24) to adopt the Open Spaces Policy
20. **Annual Governance and Accountability Return (AGAR) 2023/24**
See Clerk's report
Decision: To note the Conclusion of Audit for 2023/24 together with the publication of the signed External Audit Report and Notice of Conclusion of Audit
21. **Correspondence**
See Clerk's report
Decision: To receive correspondence lists from 4th July to 4th September 2024
22. **Date of next Meeting**
7th November 2024 (Scheduled)