



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

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13<sup>th</sup> February 2025

## **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 20<sup>th</sup> February 2025 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.

*Sarah Norman*

Sarah Norman  
Parish Clerk

### **Committee**

Cllr P Burgess, Cllr G Davidson-Fernandez, 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. Declarations of Interest**

See Clerk's report.

**Decision: To receive any Declarations of Interest from Members of the Committee**

### **4. Minutes**

Circulated previously by email and on the Parish Council website.

**Decision: To approve and sign the Minutes of the Finance and Administration Committee Meeting held on 12<sup>th</sup> December 2024**

### **5. Chairman's Announcements**

See Clerk's report

**Decision: To note the Chairman's Announcements**

6. **Review of Finances to 31<sup>st</sup> December 2024**  
See Clerk's report.  
**Decisions:**
  - 6.1 To consider the Financial Report to 31<sup>st</sup> December 2024 including reserve balances
  - 6.2 To confirm with counter signature by the Chairman, the bank reconciliations and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 30<sup>th</sup> November and 31<sup>st</sup> December 2024, and minute to evidence
  - 6.3 VAT Analysis to 31<sup>st</sup> December 2024
7. **Earmarking**  
See Clerk's report  
**Decisions:** To consider the Earmarking of funds at the end of the financial year for any agreed but not completed projects by 31st March 2025
8. **Property Portfolio**  
**Decision :** To review the property portfolio
9. **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
10. **Grant applications**  
See Clerk's report  
There is £5,108.55 in the grant awarding budget. Applications will be e-mailed separately.  
**Decisions:**
  - 10.1 To reconsider a grant application from Woods for Learnings
  - 10.2 To consider a grant application from 4Sight Vision
  - 10.3 To consider a grant application from Earles Meadow Conservation Group
  - 10.4 To consider a grant application from The Friendship Group
11. **Date of next meeting.**  
**Decision:** To note the next meeting is to be held on Thursday 24<sup>th</sup> April 2025 (Scheduled)
12. **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 contracts
13. **Debtors**  
See Clerk's report  
**Decision :** To receive the Debtors listing as at 31<sup>st</sup> January 2025 and agree any action