



North Horsham Parish Council

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

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

16th October 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 23rd October 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 G Davidson-Fernandez, 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 14th August 2025

5. Chairman's Announcements

See Clerk's report

Decision: To note the Chairman's Announcements.

- 6. Review of Finances to 30th September 2025**
See Clerk's report.
 - 6.1 To consider the Financial Report to 30th September 2025 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 31st July, 31st August and 30th September 2025, and minute to evidence**
 - 6.3 VAT Analysis to 30th September 2025**
- 7. Internal Control Working Party**
See Clerk's report
Decision: To receive and accept the Notes of the Working Party meeting held 8th September 2025
- 8. Budget Forecast for 2025/26 and Budget Proposals for 2026/27**
See Clerk's report
Decision : To consider preliminary Budget Forecasts for 2025/26 and Budget Proposals for 2026/27 including any recommendations from the Property Committee (inc. Hire Fees) and Personnel Committee and agree any alterations prior to reconsideration and agreement at the December Finance & Administration Committee
- 9. Financial Risk Assessment**
See Clerk's Report
Decision : To review and agree the Financial Risk Assessment
- 10. Grant applications**
See Clerk's report
There is £8,181 in the grant awarding budget. Applications will be emailed separately.
Decisions:
 - 10.1 To consider a grant application from CHAMS**
 - 10.2 To consider a grant application from Citizens Advice**
 - 10.3 To consider a grant application from The Juno Project**
- 11. Policies**
See Clerk's report.
Decision:
 - 11.1 To review the Pensions Policy and recommend adoption to Full Council noting that it had also been reviewed by the Personnel Committee at the meeting held 2nd October 2025**
 - 11.2 To review the Grants Policy and recommend adoption to Full Council**
- 12. Date of next meeting.**
Decision: To note the next meeting is on Thursday 4th December 2025 (scheduled)