



North Horsham Parish Council

Roffey Millennium Hall,
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12th February 2026

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 19th February 2026 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 4th December 2025

5. Chairman's Announcements

See Clerk's report

Decision: To note the Chairman's Announcements

6. Review of Finances to 31st December 2025

See Clerk's report.

Decisions:

6.1 To consider the Financial Report to 31st December 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 30th November and 31st December 2025, and minute to evidence

6.3 VAT Analysis to 31st December 2025

7. Property Portfolio

Decision : To review the property portfolio

8. Property Reinstatement Valuations

See Clerk's report

Decision : To consider instructing valuations on the three Parish Council owned properties

9. Grant applications

See Clerk's report

There is £4,505 in the grant awarding budget. Applications will be emailed separately.

Decisions:

9.1 To reconsider a grant application from Southwater Bridge Club

9.2 To consider a grant application from Friendship Club

9.3 To consider a grant application from 4 Sight Vision

10. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 23rd April 2026 (Scheduled)

11. 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

12. Debtors

See Clerk's report

Decision : To receive the Debtors listing as at 31st January 2026 and agree any action