



North Horsham Parish Council

Roffey Millennium Hall,
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27th November 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 4th December 2025 commencing at 6.30pm**, 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 23rd October 2025

5. Chairman's Announcements

See Clerk's report

Decision: To note the Chairman's Announcements

6. Review of Finances to 31st October 2025

See Clerk's report.

Decisions:

- 6.1 To consider the Financial Report to 31st October 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 October 2025, and minute to evidence**

7. Internal Controls Working Party

See Clerk's report

Decision: To receive and accept the Notes of the Working Party meeting held 24th November 2025

8. Budget Forecast for 2025/26 and Budget Proposals including Precept for 2026/27

See Clerk's report

Decision : To reconsider Budget Forecasts for 2025/26 and Budget Proposals including Precept for 2026/27 (having been previously discussed at the meeting held 23rd October 2025 - Min. FA/32/25 refers) and agree any alterations prior to recommendation to Full Council

9. Internal Audit Report 2025/26 (Interim)

See Clerk's report

Decision : To consider and make any comment on the Internal Audit Report 2025/26 (Interim) prior to noting by Council

10. Grant Applications

See Clerk's report

There is £5,605 in the grant awarding budget. Applications will be emailed separately.

Decision: To consider a Grant Application from the Earles Meadow Conservation Group

11. Policies

See Clerk's report

Decision: To review the following policies and recommend adoption to Full Council :

- 11.1 Employer's Discretion Policy**

12. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 19th February 2026 (Scheduled)