



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 April 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 23rd April 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 19th February 2026

5. Chairman's Announcements

See Clerk's report

Decision: To note the Chairman's Announcements

6. Review of Finances to 31st March 2026

See Clerk's report.

Decisions:

- 6.1 To consider the Financial Report to 31st March 2026 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 January, 28th February and 31st March 2026, and minute to evidence**
- 6.3 VAT Analysis to 31st March 2026**

7. End of Year Accounts and Annual Governance and Accountability Return (AGAR) for the Year ended 31st March 2026

See Clerk's report

Decision: To consider the end of year accounts to 31st March 2026 and recommend to Full Council the approval of the figures which form Part 2 of the AGAR for 2025/26

8. Internal Control Working Party

See Clerk's report

Decision : To receive the Notes of the Working Party Meeting held 19th February 2026

9. Direct Debit and Standing Order Review

See Clerk's report

Decision : To recommend to Council the approval of the Direct Debit and Stand Order Mandates as listed, with the next review due in April 2027

10. Appointment of Internal Auditor

See Clerk's report

Decision : To consider the reappointment of Mulberry Local Authority Services for the provision of the Internal Audit function

11. Grant applications

See Clerk's report

There is £10,000 in the grant awarding budget. Applications will be e-mailed separately.

Decisions:

- 11.1 To consider a grant application from St Catherine's Hospice**
- 11.2 To consider a grant application from Holbrook Primary School**

12. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 11th June 2026 (Scheduled)