



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

5th June 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 11th June 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. **Election of Chairman**
Decision: To elect a Chairman
2. **Election of a Vice-Chairman**
Decision: To elect a Vice-Chairman
3. **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.
4. **Apologies.**
Decision: To receive apologies for absence.
5. **Declarations of Interest**
See Clerk's report.
Decision: To receive any Declarations of Interest from Members of the Committee
6. **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 April 2026
7. **Chairman's Announcements**
See Clerk's report
Decision: To note the Chairman's Announcements

8. Review of Finances to 30th April 2026

See Clerk's report.

Decisions:

- 8.1 To consider the Financial Report to 30th April 2026 including reserve balances**
- 8.2 To confirm with counter signature by the Chairman, the bank reconciliation and bank statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as 30th April 2026, and minute to evidence**
- 8.3 To note the total direct expenditure for running the halls and multi courts for 2025/26**

9. Litter Warden direct costs 2025/26

See Clerk's report

Decision: To note that the expenditure on Litter Wardens for 2025/26 was £12,441 and that this is offset by an Environmental Grant from Horsham District Council

10. Financial Regulations

See Clerk's report

Decision: To review the Financial Regulations and recommend adoption to Council

11. Property Reinstatement Cost Assessment (RCA)

See Clerk's report

Decision : To note the Reinstatement Costs Assessments for each building and agree any adjustment to the sums insured

12. Policies

See Clerk's report

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

- 12.1 Treasury Management Policy**
- 12.2 Corporate Branding Policy**

13. Date of next meeting.

Decision: To note the next meeting is to be held on Thursday 13th August 2026 (Scheduled)