



North Horsham Parish Council

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27th August 2026

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a Meeting of North Horsham Parish Council on **Thursday 3rd September 2026 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the Agenda below.

Sarah Norman

Sarah Norman
Clerk to the Council

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 Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier

2. Apologies for absence

Decision: To receive apologies for absence

3. Declarations of Interest

See Clerk's report

Any changes in interests should be reported to the Clerk as soon as possible

Decision: To receive any Declarations of Interest from Members of the Council

4. Minutes

Circulated separately and on the Parish Council website

Decision: To approve and sign the Minutes of the Meeting of the Council held on 2nd July 2026 and the Extraordinary Meetings of the Council held 23rd July and 30th July 2026

5. Decisions made by delegated power since 2nd July 2026 for ratification

See Clerk's report

6. Committees and Working Groups

See Clerk's report.

6.1 To receive and adopt the Minutes of the Finance & Administration Committee Meeting held 13th August 2026

6.2 To receive and adopt the Minutes of the Planning, Environment and Transport Committee Meetings held on 25th June, 23rd July and 20th August 2026

6.3 To receive and adopt the Minutes of the Personnel Committee Meetings held 9th July 2026

6.4 To receive and adopt the Minutes of the Property Committee Meetings held 4th June and 6th August 2026 with the latter including a RECOMMENDATION to install an accessible roundabout At Amberley Close playground at a cost of £15,372.47 plus VAT funded by the 'Playground Upgrade' EMR (Min. PR/026/26(ii) refers)

7. Reports from Representatives on Outside Bodies

See Clerk's report

Decision: To note information from representatives on outside bodies

8. Reports from District or County Councillors

Decision: To receive any reports including an update from HDC Cllr Nigel Emery regarding GATCOM and NATMaG

9. Report from the North Horsham Community Land Trust (NHCLT) link councillor

See Clerk's report. The Chairman of the NHCLT may wish to give an update

Decision: To receive an update

10. Chairman's Announcements

Decision: To note any Chairman's announcements

11. Financial Matters

See Clerk's report

Decisions :

11.1 To note the Financial Report to 31st July 2026

11.2 To agree the Payment and Transfer lists for June and July 2026

12. Annual Governance and Accountability Return (AGAR) 2025/26

See Clerk's report

12.1 To note the Conclusion of Audit for 2025/26 together with the publication of the signed External Audit Report

12.2 To note the publication of the Notice of Conclusion of Audit 2026

13. Community Governance Review

See Clerk's report

Decision : To agree a final response to the consultation period ending 7th September 2026

14. Breakthrough Communications Subscription

See Clerk's report

Decision : To consider renewal for 2026/27

15. Policies

See Clerk's report

Decisions:

15.1 To review and approve the following policies:

15.1.1 Data Protection Complaints Policy (NEW)

15.2 To receive the recommendation of the Personnel Committee Meeting held 9th July 2026 (Min. PER/09/26 refers) and approve the following policies:

15.2.1 Dignity at Work Policy

15.2.2 Equal Opportunities Policy

15.2.3 Secondary Employment, Volunteering and Political Work Policy

15.2.4 Standards of Behaviour at Work Policy

15.2.5 Amendment to the previously approved General Workplace Rules and Guidance to reflect the HMRC increase to 55p per mile for casual car users, with the addition that the rates will be further reviewed at the time of future HMRC reviews

16. Horsham Association of Local Councils

See Clerk's report

Decisions :

16.1 To receive the Minutes of the HALC Meeting held 20th August 2026

16.2 To agree a second voting representative to HALC

17. Correspondence

See Clerk's Report

Decision: To receive correspondence lists from 2nd July to 2nd September 2026

18. Date of next Meeting

5th November 2026 (Scheduled)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.