



PULBOROUGH PARISH COUNCIL

Working together for a better future

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ATTENTION: A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby summoned to a meeting of the Finance & Policy Committee which will be held at the Sports Pavilion at the Sports & Social Club on **Thursday 27th September 2018 at 7.30pm.**

**Heather Knight
Clerk**

01798 873532 clerk@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 20th September 2018

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence.
- 2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**
To receive members declarations of interest on any agenda items and to note any changes to Councillors' Register of Interests.
- 3. MINUTES**
To approve and sign the minutes of the meeting held on 26th July 2018 (previously circulated) and to receive the Clerk's report.
- 4. PUBLIC SPEAKING**
In accordance with Standing Order 1f, the Chairman will invite those residents who have given formal notice, to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. PARISH COUNCIL FINANCES**
 - To receive bank reconciliations for Cashbook 1 as at 31st July and 6th September 2018, and Cashbook 2 as at 6th September 2018 (Copied to Committee) and compare to bank statements
 - To receive most recent summary of earmarked funds (Copied to Committee).
 - To appoint Councillor to carry out the Internal Control Inspection for quarter 2 ending 30th September 2018, as per the Internal Control Policy
 - To note creditor invoices more than 30 days outstanding

- 6. PROJECTED PLANNING**
To review most recent Projected Planning report (Copied to Committee)
- 7. POLICY ON REMOVAL OF UNAUTHORISED ENCAMPMENTS ON PARISH COUNCIL LAND**
To consider whether the Council wishes to adopt a standard operating procedure for such occurrences - item proposed by Cllr Queded (*draft policy copied to Committee*)
- 8. GRANT AID 2018**
To appoint Members to Working Group to consider Grant Aid 2018 applications and make recommendations to October Committee Meeting, following deadline of 30th September 2018
- 9. LEASES AND LICENCES**
To review current position regarding renewal of leases and licences in light of Sports Pavilion project progress (Min. 117, 26.4.18 refers)
- 10. ITEMS FOR NEXT F&P AGENDA**
To note any items requested for the next F&P agenda, to be followed up as a written proposal with recommendations for decision.
- 11. CORRESPONDENCE**
To note items of correspondence (*none at date of agenda issue*)
- 12. PAYMENTS**
To approve the payments list for signing. (Details to be circulated to Members prior to meeting).
- 13. STAFFING MATTERS**
To receive report from Clerk on various staffing matters, including:-

 - Clerk's completion of ILCA training and registration for CiLCA qualification
 - To consider resourcing for grounds maintenance and whether there is a need to appoint additional staff on a seasonal or permanent basis, or additional contracted maintenance
 - To receive Clerk's confidential verbal report of recent staff issue

Item 13 may contain confidential matters and therefore require a resolution to exclude public and press (SO 1c refers)