



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## **PULBOROUGH PARISH COUNCIL**

*Working together for a better future*

**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 27<sup>th</sup> June 2019 at 7.30pm.**

**Heather Knight**  
**Clerk**

01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 21<sup>st</sup> June 2019**

### **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 25<sup>th</sup> April 2019 (attached) 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 30<sup>th</sup> April and 31<sup>st</sup> May 2019 and Cashbook 3 as at 31<sup>st</sup> May 2019 (*attached*) and compare to bank statements.
  - To receive statement of Earmarked Reserve funds as at 31<sup>st</sup> May 2019 (*attached*)
  - To note creditor invoices more than 30 days outstanding.
  - To note completion of Quarter 4 internal control inspection and to appoint Councillor to undertake Quarter 1 inspection to 30th June 2019, as per Internal Control Policy.
- 6. S106/CIL**  
To review Pulborough Parish Council requirements for the expenditure of S106 / CIL monies, including whether the needs of the elderly / younger residents should be the Parish Council's focus of 'wishlist' projects. (*Referred from F&P 25.05.19 meeting, Min. 112*)

- 7. INTERNAL AUDIT REPORT 2018/19 (FINAL)**  
To consider Final Internal Audit Report 2018/19 from Auditing solutions and Council's formal response to auditor's recommendations - *referred from Council for response and action* (Previously circulated)
- 8. SPORTS PAVILION DEVELOPMENT PROJECT: BUSINESS CASE**  
To consider producing financial business case for the project to support funding applications and community engagement.
- 9. BUSINESS PLAN FOR PARISH COUNCIL**  
To consider developing 3-5 year Business Plan (or Corporate Strategy) for the Council in order to set out, and plan for, the Council's priorities, objectives and service delivery. *(example to follow to inform discussion)*
- 10. PRELIMINARY BUDGET CONSIDERATIONS**  
To note early indications of likely budgeting considerations, including future delivery and funding of Pulborough Neighbourhood Warden Scheme *(as referred from Council)*
- 11. STAFFING MATTERS**  
To conduct annual salary review of Clerk and Deputy Clerk (deferred from April meeting)
- 12. WSCC LOCAL GOVERNMENT PENSION SCHEME**  
To note Pensions Panel AGM on 24<sup>th</sup> July 2019 at County Hall and feedback on any items Employer would like covered.
- 13. SALC TRAINING**  
To note SALC Appraisal and HR Workshop training on 10<sup>th</sup> July 2019 and approve attendance of Members if requested.
- 14. 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.
- 15. CORRESPONDENCE**  
To note items of correspondence *(none at time of agenda publication)*.
- 16. PAYMENTS**  
To approve the payments for signing. (Details to be circulated to Members prior to meeting).

***Agenda item 11 may contain confidential items and therefore require a resolution to exclude public and press (SO 1c refers)***