



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 25th June 2015 at 7.30pm.**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and approve the apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive members declarations of interest on any agenda items.
- 3. MINUTES**
To agree and sign the minutes of the meetings held on 23rd April 2015, circulated previously, 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 as at 30th April and 31st May 2015. To be circulated at the meeting.

To receive a summary of outstanding invoices.
- 6. INTERNAL AUDIT**
To receive and note the contents of the final audit for the year ended 31st March 2015 as prepared by Auditing Solutions Ltd. Copied to Committee.
- 7. POWERS & DUTIES**
To discuss and if necessary agree any changes. Copied to Committee.
- 8. FREEDOM OF INFORMATION PUBLICATION SCHEME**
To review and agree if acceptable the Publication Scheme (adopted November 2008). Copied to Committee.
- 9. PARISH COUNCIL POLICIES**
To receive, review and amend if necessary the following Parish Council Policies (all copied to Committee) :-
 - * Health & Safety Policy
 - * Equality & Diversity Policy
 - * Staff Recruitment Policy
 - * Disciplinary and Grievance Policy

10. INSURANCE

To note the split of the insurance premium due for 2014/15. Copied to Committee.

11. COMMUNITY ENGAGEMENT & PUBLICATIONS

To discuss and agree the methods of community engagement and publications for the ensuing municipal year.

12. SPORTS CLUBS RENTS AND LEASES

To confirm the annual rent to be paid by the Snooker Club.

To receive an update on the drafting of the leases (previously discussed 23rd April 2015 minute no 93), receive and if agreed, accept the Terms of Business from Wellers Hedleys. Copied to Committee.

13. PARISH COUNCIL EMAIL ADDRESSES

Requested by Cllr Quedsted.

14. CORRESPONDENCE

To note items of correspondence and to give guidance to the Clerk in responding.

15. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

16. PAYMENTS

To approve the payments for signing. (Details to be circulated to members prior to meeting)

Dated 19th June 2015

**Sarah Norman
Clerk**

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