



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 AN ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

Members of the public are welcome to attend all Council and Committee meetings – please check www.pulboroughparishcouncil.gov.uk in case of any meeting cancellations.

Members of the public wishing to hear this virtual meeting may do so by telephone, access details are at the foot of the agenda.

You are hereby summoned to a meeting of the Finance & Policy Committee which will take place virtually using Microsoft Teams on **Thursday 29th April 2021, at 7.30pm**. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7th May 2021.

Heather Knight
Clerk

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

Dated: 22nd April 2021

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 the minutes of the online meeting held on 25th March 2021 (*attached unless 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 Cashbooks to Year End 31st March 2021 (*attached*) and compare to bank statements;
 - To receive summary of Income and Expenditure compared to budget to Year End 31st March 2021 (*attached*);
 - To note a statement of Earmarked Reserve funds to Year End 31st March 2021 (*attached*);
 - To note creditor invoices more than 30 days outstanding.

6. **S106 / CIL Monies**
To receive latest quarterly reports from HDC/ SDNP; *(attached)*
To note receipt of CIL payments received 22.04.21: SDNP £75, HDC £2,442.22;
To review Pulborough Parish Council requirements for the expenditure of S106 / CIL funds.
7. **Internal Auditor Appointment**
To approve re-appointment of Auditing Solutions as the council's Internal Auditor for 2021-22 financial year.
8. **Sports Pavilion Development Project**
Verbal update, if available, on project planning application progress.
9. **Covid-19 Financial Impacts**
To receive any updated information on tenant rents due.
10. **Annual Report of Council 2020-21**
 - To approve final Annual Report of Council to year end 31st March 2021 for publication.
 - To also consider whether to publish online only (website) or to arrange printed copies as budgeted for, either for household delivery or available at specific locations (PPC office, Village Hall, library etc)
(draft Annual Report of Council attached)
11. **Staffing**
To conduct annual staff salary reviews.
12. **Correspondence**
To note items of correspondence. *(list attached)*.
13. **Payments**
To approve 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 3d refers)

**MEMBERS OF THE PUBLIC WISHING TO HEAR THE MEETING LIVE SHOULD
DIAL: 0203 8555316 (normal local call rate applicable)
Phone Conference ID: 453 680 410#**

**You will be asked your name and allowed audio access only unless you have pre-registered to speak or are a Member of the Parish Council
Meetings will be recorded for officer note taking purposes and destroyed on publication of Minutes**