



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 27th February 2020 at 7.30pm.**

Heather Knight
Clerk

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

Dated: 20th February 2020

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 28th January 2020 (*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 Cashbook 1 as at 31st January 2020 and for Cashbook 3 as at 31st January 2020 (*attached*) and compare to bank statements;
 - To note completion of Q3 internal control inspection to 31st December 2019.
 - To note creditor invoices more than 30 days outstanding.
- 6. COMMITTEE TERMS OF REFERENCE**
To note amended Terms of Reference as approved by Council on 28th November 2019, following updated Financial Regulations being adopted. (*Copied to Committee*)
- 7. SPORTS PAVILION DEVELOPMENT PROJECT**
Progress update on the project and Business Plan, following Council discussion, including potential funding streams.

- 8. SOCIAL CLUB RENT PAYMENT ARRANGEMENTS**
To consider annual review of arrangements for the Sports & Social Club to be invoiced monthly instead of quarterly, from 31st March 2020.
- 9. GRANT AID 2019/20**
To consider response to Pulborough Bowls Club to their enquiry as to the reason their application was declined.
- 10. GRIEVANCE AND DISCIPLINARY ARRANGEMENTS AND POLICIES**
- To note NALC LTN 22 Disciplinary and Grievance Arrangements November 2019, and updated model policies following The Ledbury Decision
 - Annual review of policies, and recommended adoption of updated NALC model polices
(*LTN 22 and template polices copied to Committee*)
- 11. FIRE SAFETY POLICY**
Annual review of Fire Safety Policy and recommended re-adoption (*Copied to Committee*)
- 12. STAFFING MATTERS**
- Staff Training: To approve attendance by Clerk at Clerk's Legal & Finance Networking Day, Thursday 26th March 2020, 0930-1600, Amex Stadium, Brighton at a cost of £120 + VAT
 - To note employee resignation (Pavilion Caretaker) and replacement arrangements – Clerk to report
- 13. 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.
- 14. CORRESPONDENCE**
To note items of correspondence.
- 15. PAYMENTS**
To approve the payments for signing. (Details to be circulated to Members prior to meeting).