



# 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 26<sup>th</sup> January 2017 at 7.30pm.**

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive and approve the 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 agree and sign the minutes of the meeting held on 10<sup>th</sup> November 2016, 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 for 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December 2016 (copied to Committee); and for Cashbook 2 as at 30 November 2016 (copied to Committee) and agree to bank statements
- To receive a comparison of Income and Expenditure to Budget as at 30<sup>th</sup> September 2016 (Quarter 2) and as at 31<sup>st</sup> December 2016 (Quarter 3) (copied to Committee) To receive a summary of earmarked funds as at 30<sup>th</sup> November 2016 (Copied to Committee)
- To receive a summary of outstanding invoices
- To agree Councillor to carry out quarterly inspection up to 31<sup>st</sup> December 2016 as per Internal Control Policy
- Staff Salaries: To note NJC agreed pay scales for 2017-18 increasing by 1% from 1<sup>st</sup> April 2017 as part of two year agreement commenced 2016-17

**6. FINANCIAL REGULATIONS**

To consider minor amendments to the Financial Regulations in accordance with publication of an update from the National Association of Local Councils

**7. INSURANCE**

- To note explanation of differences in premium between 2015 and 2016 annual renewals under the Long Term Agreement (Min. 58 27.10.16 refers).
- To note cost of insurance of new Outside Gym Equipment and resulting mid-term adjustment/additional premium

- 8. ACCOUNTING SYSTEM**
  - To note new fees and charges for Accounts Package with effect from 1<sup>st</sup> April 2017
  - To ratify accounting system staff training provided by Rialtas Business Solutions Ltd at a cost of £350 + VAT + mileage at 45p/mile
- 9. PULBOROUGH FOOTBALL CLUB**

To consider request for rent review due to reduction to one team and subsequent less use of grounds
- 10. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)**

To receive latest HDC report of S106 contributions for Pulborough for Community Facilities, Open Space, Sport and Recreation (Copied to Committee)
- 11. PROJECTED PLANNING (MEDIUM TO LONG TERM PLAN)**

To receive a copy of the last projected planning summary and agree future projects and timescales (To be circulated)
- 12. STAFFING MATTERS**

To consider re-structure of administrative staffing
- 13. MEMBER AND OFFICER TRAINING OPPORTUNITES**

To note various training opportunities, agree attendance of interested Members or officers and approve associated costs
- 14. WEST SUSSEX PENSION FUND**
  - 2016 valuation results, small scheduled bodies pool: To receive Actuarial Valuation Results and covering report following 2016 valuation exercise carried out by Hymans Robertson (Copied to Committee) and agree signing of Pooling Agreement on behalf of Pulborough Parish Council
  - To note process for IAS 19/FRS 102 reports for 2017 and consider whether Pulborough Parish Council wishes to opt to receive this - response required
- 15. CORRESPONDENCE**

To note items of correspondence and to give guidance to the Clerk in responding
- 16. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**
- 17. PAYMENTS**

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

**Dated: 19<sup>th</sup> January 2017**

**Heather Knight  
Clerk**

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***Agenda item 12 may contain confidential items and therefore require a resolution to exclude public & press (SO 1c refers)***