



**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE 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 to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 27<sup>th</sup> July 2023 at 7.30pm.**

**Heather Knight**  
**Clerk**

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Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 20<sup>th</sup> July 2023**

**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 meeting held on Thursday 22<sup>nd</sup> June 2023 (*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 and Cashbook 3 as at 30<sup>th</sup> April, 31<sup>st</sup> May and 30<sup>th</sup> June 2023 (*attached*) and compare to bank statements;
  - To receive a summary of Income & Expenditure compared to budget to 30<sup>th</sup> June 2023 (*attached*);
  - To note quarterly statement of earmarked reserves to 30<sup>th</sup> June 2023 (*attached*);
  - To note arrangements to be made for internal control inspection to 31<sup>st</sup> March 2023, as per Internal Control Policy;
  - To note creditor invoices more than 30 days outstanding.
- 6. Section 106 / CIL Monies**
  - To note HDC quarterly report of Unspent / Potential S106 or CIL monies (*forwarded to Committee*).

- 7. Internal Audit Final Report (2022-23)**  
Following consideration of the report by full Council in July, to note that no findings were made by the Internal Auditor requiring action but to note 2 minor recommendations for improvement (*copied to Committee*).
- 8. Youth Club – Service Provision**  
To consider future service provision and availability of Pulborough venue for a youth club – report from meeting held 18<sup>th</sup> July 2023 with Horsham District Council, Parish Council representatives and Neighbourhood Wardens.
- 9. Storage Containers at Sports & Social Club Car Park**  
To receive update regarding a formal Agreement with Pulborough Community Partnership jointly with the Sports & Social Club for proposed removal and replacement of 2x storage containers, including temporary moving of 1x existing storage container.
- 10. Risk Register**  
To receive report from Task & Finish Group following Risk Register review for 2023-24 civic year (referred from previous meeting)
- 11. Asset Management – Sports & Social Club**  
To consider, if available, report from the surveyor, following full building survey undertaken on 18<sup>th</sup> July 2023, to establish maintenance programme priorities and action plan (*attached, if available*)
- 12. Asset Management – Recreation Ground**  
To receive update on submission of pre-planning application advice, if available.
- 13. Asset Management – Multi Sports Facility (MSF/MUGA)**  
To consider update on potential sponsorship, if available, and options for improvements to the MUGA, for either essential resurfacing work or replacement facility,
- 14. Sports Pavilion Development Project**  
To note any update on progress, if available, following the receipt of revised project cost estimate, reported to full Council 15<sup>th</sup> June 2023.
- 15. Policy Reviews – General Data Protection Regulations (GDPR) and Social Media Policy**  
To review and recommend to Council the following policies (*copied to Committee*)
  - Data Protection Policy
  - Information Security Incident Policy
  - Data Subject Access information
  - Privacy Notice (public)
  - Privacy Notice (staff)
  - Social Media Policy
- 16. Pulborough Cricket Club**  
To consider correspondence from Pulborough Cricket Club relating to their annual rent (*copied to Committee*).
- 17. Correspondence**  
To note items of correspondence. (*none*).
- 18. Payments**  
To approve payments for signing. (*Details to be circulated to members prior to meeting*)

***Agenda item 16 may contain confidential items, and therefore require a resolution to exclude public and press (SO 3d refers)***