



# 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 26th July 2018 at 7.30pm.**

**Heather Knight**  
**Clerk**

01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 19th July 2018**

### **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 June 2018 (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 & 2 as at 30th June 2018 (Copied to Committee) and compare to bank statements.
- To receive a statement of Earmarked Reserves (EMR) as at 30th June 2018 (Copied to Committee).
- To receive summary of income and expenditure compared to budget for 1<sup>st</sup> quarter ending 30<sup>th</sup> June 2018 (Copied to Committee).
- To note creditor invoices more than 30 days outstanding.

**6. POLICIES/STRATEGIC DOCUMENTS**

To review and recommend to Council:

- Investment Policy. Copied to Committee.
- GDPR/Data Protection Policy. Copied to Committee.
- Freedom of Information Policy. Copied to Committee.
- Privacy Notice for Staff. Copied to Committee.
- Financial Regulations. Copied to Committee.

**7. INSURANCE RENEWAL**

To receive and approve Insurance quotations for renewal and consider Long Term Agreement renewal options if available.

**8. INVESTMENT OF EARMARKED RESERVES (EMR)**

To receive and discuss investment options for EMR as stated in the Final Internal Audit report - June 2018. Copied to Committee.

**9. RISK MANAGEMENT SOFTWARE**

To receive and discuss quotations for a risk management software program as suggested in the Internal Audit Report. Copied to Committee.

**10. STAFF TRAINING**

To ratify cost of 'Play Area Routine Inspection Course' for Groundsman of £60.00.

**11. 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.

**12. CORRESPONDENCE**

To note items of correspondence (list attached).

**13. PAYMENTS**

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