



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 23rd February 2023 at 7.30pm.**

Heather Knight
Clerk

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Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 16th February 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 12th January 2023 (*attached unless previously circulated*) and to receive the Clerk's report.
- 4. Sub-Committee Minutes**
To receive and consider Minutes, reports and recommendations of the F&P Staffing Sub-Committee: Minutes of meetings held 19th April 2022 and 12th January 2023 (*attached*).
- 5. 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.
- 6. Parish Council Finances**
 - To receive bank reconciliations for Cashbook 1 as at 30th September, 31st October, 30th November and 31st December 2022, and 31st January 2023 (*if available*); and for Cashbook 3 as at 30th September 2022, 31st October, 30th November and 31st December 2022, and 31st January 2023 (*if available*), and compare to bank statements;
 - To receive a summary of Income & Expenditure compared to budget to 31st December 2022 (*to follow if available*);
 - To note quarterly statement of earmarked reserves to 31st December 2022 (*to follow if available*);
 - To note creditor invoices more than 30 days outstanding;

- 7. Outsourcing of Accounts**
 - To ratify authorisation for urgent temporary remote outsourcing of accounts entry and reconciliations, to bring financial administration up to date ahead of year end, by DCK Accounting Solutions, at a cost of £415 per day plus VAT and mileage (copied to Committee).
 - To consider 3 quotations for future regular outsourced accounting work, in the region of £250-£1500 monthly, ex VAT (copied to Committee).
- 8. Earmarked Reserves Funds**

To consider movement of year end unspent funds to or from Earmarked Reserves.
- 9. S106 / CIL Monies**

To note HDC January quarterly report of Unspent / Potential S106 or CIL monies (*copied to Committee*).
- 10. Office computers**

To consider quotation from Council's IT provider for 2x replacement computers (pc and screen) at a cost of £758.00 + VAT each, or for only 2x new hard drives at a cost of approximately £50 + VAT each.
- 11. Outsourcing of HR advice**

To consider options for outsourcing of HR / employment law advice to a specialist contractor, and consider quotations for service provision (quotations awaited, to be circulated if available)
- 12. F&P Staffing Sub-Committee Terms of Reference/Committee Membership**

To consider amendment of Sub-Committee Terms of Reference to increase membership to 4, and to consider appointing additional member (Min. 10, F&PSS-C 12.01.23 refers)
- 13. Sports Pavilion Development Project**

To note any update from Horsham District Council on the planning application.
- 14. Risk Assessments**

To review the Council's risk assessments, amend if necessary and make recommendation for adoption to Council (*scanned version to follow*)
- 15. Leases – Pulborough Cricket Club**

To receive feedback from informal meeting held with the club on 24th February 2023, subsequent to their request to reconsider the rent and lease terms
- 16. Leases – Pulborough Bowls Club**

To consider draft lease, if received from the Council's solicitor (*attached*)
- 17. Correspondence**

To note items of correspondence.
- 18. Payments**

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

Agenda items 15 and 16 may contain confidential matters, and therefore require a resolution to exclude public and press (SO 3d refers)