



# 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 23<sup>rd</sup> March 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 22<sup>nd</sup> February 2017, 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 2 as at 28<sup>th</sup> February 2017 (copied to Committee) and agree to bank statements

To receive a summary of outstanding invoices

To agree Councillor to carry out quarterly inspection as per Internal Control Policy

**8. EARMARKED FUNDS**

To note unused budgets from comparison as circulated under agenda item 5, and agree any earmarking for the year ending 31<sup>st</sup> March 2017

**9. RISK REGISTER**

To review entries on the Administration, Finance & Policy, Whole Council, Ownership/Council Property and Governance & Management schedules of the Risk Register (Copied to Committee)

**10. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)**

To review Pulborough Parish Council requirements for the expenditure of S106 / CIL monies

**11. SPORTS & SOCIAL CLUB**

To consider further request from the club regarding rental arrangements

**12. CORRESPONDENCE**

To note items of correspondence and to give guidance to the Clerk in responding

**13. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

**14. PAYMENTS**

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

**15. STAFFING**

To consider request from member of staff for change to hours worked

**Heather Knight  
Clerk**

**Dated: 16<sup>th</sup> March 2017**

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***Agenda item 15 may contain confidential items and therefore require a resolution to exclude public & press (SO 1c refers)***