



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 28th June 2018 at 7.30pm.**

**Heather Knight
Clerk**

01798 873532 clerk@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 21st June 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 26th April 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. CRICKET CLUB**
To receive and discuss correspondence from the Cricket Club regarding their rental payments. Copied to Committee.
- 6. PARISH COUNCIL FINANCES**
 - To receive bank reconciliations for Cashbook 1 as at 30th April & 31st May 2018 (Copied to Committee) and compare to bank statements.
 - To receive a statement of Earmarked Reserves (EMR) as at 31st May 2018 (Copied to Committee) and to note that the EMR are now included in the Rialtas accounts system and approved funds can be moved from EMR throughout the financial year.
 - To note creditor invoices more than 30 days outstanding.

- 7. S106/CIL**
To receive and review Pulborough Parish Council's updated S106 unspent and potential S106 funds report (May 2018) - Copied to Committee.
- 8. PARISH COUNCIL CIL SURVEY**
To receive and complete short CIL survey if agreed. Copied to Committee.
- 9. STRATEGIC DOCUMENTS**
To review and recommend to Council:
 - an updated 'Complaints Procedure and Code of Practice for the Handling of Complaints'. Copied to Committee.
 - a new 'Privacy Notice', based on SSALC's model. Copied to Committee.
 - Document Retention Policy. Copied to Committee.
 - Grant Aid Funding Policy. Copied to Committee.
 - statement, to be placed on the Parish Council's website, regarding 'Data Subject Access and the Data Protection Act'. Copied to Committee.
- 10. INTERNAL AUDIT REPORT 2017-18 (FINAL)**
To receive and discuss the Internal Audit Final Report for 2017-18. Copied to Committee.
- 11. STAFFING**
To receive an update regarding the employment regulations for the Neighbourhood Warden Scheme. Copied to Committee.
- 12. 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.
- 13. CORRESPONDENCE**
To note items of correspondence (list attached).
- 14. PAYMENTS**
To approve the payments for signing. (Details to be circulated to Members prior to meeting).

Agenda items 5 & 11 may contain confidential items and therefore require a resolution to exclude public and press (SO 1c refers)