



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.
THE ROOM WILL HAVE LIMITED CAPACITY DUE TO SOCIAL DISTANCING MEASURES, THEREFORE PUBLIC ADMISSION TO THE MEETING IS NOT GUARANTEED.

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Rother Hall at Pulborough Village Hall on **Thursday 24th February 2022 at 7.30pm.**

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

Dated: 17th February 2022

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 online meeting held on Thursday 27th January 2022 (*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 as at 31st January 2022, and for Cashbook 3 as at 31st January 2022 (*attached*), and compare to bank statements;
 - To note creditor invoices more than 30 days outstanding.
- 6. Earmarked Funds**
To consider movement of year end unspent funds to or from Earmarked Reserves. (*Clerk's report and latest available EMR and I&E comparisons attached*)

- 7. Sports Pavilion Development Project**
To note any update on the project regarding the planning application and water neutrality issue.
- 8. Staffing Sub-Committee**
To consider proposal to set up a Finance & Policy Staffing Sub-Committee (F&P 27.01.22 Min. 268 refers) and if so resolved to consider Terms of Reference and membership. *(draft ToRs to follow)*
- 9. Internal Control Policy**
To review Internal Control Policy for recommendation to Council and adoption from 1st April 2022
- 10. Leases – Pulborough Bowls Club**
To consider response from Pulborough Bowls Club regarding lease renewal. *(Copied to C'ttee)*
- 11. Staffing**
To receive Clerk's confidential report on staffing matters.
- 12. Correspondence**
To note items of correspondence. *(list attached)*.
- 13. Payments**
To approve payments for signing. *(details to be circulated to members prior to meeting)*.

Agenda items 10 and 11 may contain confidential items, and therefore require a resolution to exclude public and press (SO 3d refers)