



# 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 23rd June 2016 at 7.30pm.**

### AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive and approve the apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive members declarations of interest on any agenda items.

**3. MINUTES**

To agree and sign the minutes of the meeting held on 26<sup>th</sup> April 2016, circulated previously, 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 as at 30th April and 31st May 2016. To be circulated at the meeting.

To note invoices more than 30 days outstanding.

**6. INTERNAL AUDIT**

To receive and note the contents of the final audit for the year ended 31st March 2016 as prepared by Auditing Solutions Ltd. Copied to Committee.

**7. FREEDOM OF INFORMATION PUBLICATION SCHEME**

To receive and review the Publication Scheme (adopted November 2008). Copied to Committee.

**8. STAFF SALARIES**

**Due to the nature of this item, the discussion will be deemed Confidential and members of the public and press will be asked to leave the room.**

To receive and discuss recommended increased salary scales from 1 April 2016 for staff for the 2016/17 municipal year.

- 9. STAFF APPRAISALS**  
To discuss staff appraisals.
- 10. LOCAL GOVERNMENT PENSION SCHEME (LGPS) DISCRETIONS POLICY**  
To discuss the adoption of a Discretions Policy and if agreeable recommend adoption to Full Council. Draft policy wording to be circulated at the meeting.
- 11. PULBOROUGH CRICKET CLUB (PCC)**  
To receive a request to reduce annual rent for PCC. Copied to Committee.
- 12. COMMUNITY LAND TRUST**  
As requested by Cllr. Tilbrook at the F&P meeting on 26.04.16 and to receive a background briefing paper from Cllr. Tilbrook. (Cllr. Tilbrook to circulate before meeting).
- 13. COMMUNITY ENGAGEMENT & PUBLICATIONS**  
To discuss and review the methods of community engagement and publications for the ensuing municipal year.
- 14. CORRESPONDENCE**  
To note items of correspondence and to give guidance to the Clerk in responding.
- 15. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**
- 16. PAYMENTS**  
To approve the payments for signing. (Details to be circulated to members prior to meeting)

**Dated: 17th June 2016**

**Lisa Underwood**  
**Acting Clerk**

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