



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 27th January 2022 at 7.30pm.**

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

Dated: 20th January 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 18th November 2021 (*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 30th November and 31st December 2021, for Cashbook 2 as at 30th November 2021 and for Cashbook 3 as at 30th November and 31st December 2021 (*all attached*), and compare to bank statements;
 - To receive quarterly summary of income and expenditure compared to budget to 31st December 2021;
 - To note most recent summary of Earmarked Reserves (*attached*);
 - To appoint Councillor/s to undertake Q2 inspection to 30th September and Q3 inspection to 31st December 2021, as per Internal Control Policy;
 - To note creditor invoices more than 30 days outstanding.

- 6. S106/CIL Monies**
To note latest HDC quarterly report of Unspent / Potential S106 monies (*copied to c'ttee*)
- 7. Sports Pavilion Development Project**
To note any update on the planning application and water neutrality issue for this project following recent emails with architect (*copied to C'ttee*)
- 8. Projected Planning**
To consider and review the Council's objectives, associated project planning and any financial implications for 2022 onwards – referred from meeting 28th October 2021, Min. 239 (*updated list copied to C'ttee*)
- 9. Internal Audit Report 2022-23 (Interim Review)**
To receive and note Internal Auditor's Report (Interim) and to consider any recommendations made - referred from full Council 20.01.22. (*Copied to C'ttee*)
- 10. Risk Assessments**
To review the Council's risk assessments, amend if necessary and make recommendation for adoption to Council. (*Scanned to C'ttee*).
- 11. Code of Conduct**
To note LGA update to recently adopted code, and to consider amended Code of Conduct, as recommended by Horsham DC, and recommend to Full Council that the amended version be adopted. (*Copied to C'ttee*).
- 12. Leases – Pulborough Bowls Club**
To consider the wishes of Pulborough Bowls Club regarding lease renewal on expiry of current lease;
To note initial advice received from solicitor, including estimated fee of £2,500 + VAT and disbursements for lease negotiation work and consider whether to seek new lease arrangements effective from 30th September 2022. (*copied to C'ttee*)
- 13. Covid-19 Impact on Tenant Clubs – Pulborough Football Club**
To consider request by Pulborough Football Club for review of rent invoice for 2021-22 due to financial impact of 2020-21 pandemic lockdowns – Min. 242, 28.10.21 refers (*Copied to C'ttee*).
- 14. Staffing**
To receive Clerk's confidential report on staffing matters.
- 15. Correspondence**
To note items of correspondence. (*list attached*).
- 16. Payments**
To approve payments for signing. (*details to be circulated to members prior to meeting*).

Agenda items 12, 13 and 14 may contain confidential items, and therefore require a resolution to exclude public and press (SO 3d refers)