



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 24th January 2019 at 7.30pm**

Heather Knight
Clerk

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

Dated: 17th January 2019

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 29th November 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. PARISH COUNCIL FINANCES**
 - To receive bank reconciliations for Cashbook 1 as at 30th November and 31st December 2018, Cashbook 2 as at 31st October 2018 and for Cashbook 3 as at 31st October, 30th November and 31st December 2018 (attached) and compare to bank statements.
 - To receive summary of Income and Expenditure compared to budget as at 31st December 2018. (to be circulated).
 - To receive summary of Earmarked Reserves as at 31st December 2018. (attached)
 - To appoint Councillor to carry out quarterly inspection to 31st December 2018 as per Internal Control Policy.
 - To note creditor invoices more than 30 days outstanding.

6. 2019/20 BUDGET AND PRECEPT

To consider, if necessary, any amendment to budget further to consideration by full Council on 17th January 2019, and recommend resulting budget and precept to full Council for further consideration.

7. S106/CIL FUNDS

To receive latest HDC reports of S106 potential and unspent contributions for Pulborough (attached)

8. POLICY REVIEW

To review PPC Policy on Fire Safety and Risk Assessment of Council owned property (Sports & Social Club)

9. PULBOROUGH VOLUNTARY COMMUNITY GROUPS – VOLUNTEERING ‘GAPS’

- To receive Notes of meeting 29th November 2018 (arranged by HDC), details of next meeting on 2nd April 2019. (copied to C’ttee)
- To consider proposal as to whether the Council could provide co-ordinating role for voluntary groups and volunteering positions – proposal and background report by Cllr Tilbrook. (copied to C’ttee)

10. PARISH OFFICE RENT AND ROOM HIRE COSTS

To note increased rental for Parish Office and meeting room hire from 01.01.19.

11. STAFF TRAINING

To ratify attendance of Clerk and Deputy Clerk at SALC VAT training seminar, at a cost of £65.00 + VAT, on 1st February 2019.

12. STAFF APPRAISALS

To note that staff appraisals are due to be undertaken and confirm arrangements.

13. NATIONAL SALARY AWARD 2019/20 AND NEW PAY SCALES

To note confirmation from SALC of new national salary awards and pay scales for clerks and staff employed under the terms of the model contract, applicable from 1st April 2019. (to be circulated)

14. 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.

15. CORRESPONDENCE

To note items of correspondence (list attached).

16. PAYMENTS

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