



**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.**

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 27<sup>th</sup> April 2023 at 7.30pm.**

**Heather Knight**  
**Clerk**

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Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 21<sup>st</sup> April 2023**

**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 meeting held on Thursday 23<sup>rd</sup> March 2023 (*attached unless previously circulated*) and to receive the Clerk's report.
- 4. Sub-Committee Meeting Minutes**  
To receive and consider Minutes, reports and recommendations of the F&P Staffing Sub-Committee: Minutes of meetings held 23<sup>rd</sup> February 2023 (*attached*) and 4<sup>th</sup> April 2023 (*attached, if available*).
- 5. 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.
- 6. Parish Council Finances**
  - To receive bank reconciliations for Cashbook 1 and Cashbook 3 as at 28<sup>th</sup> February 2023 (*to follow*); and for Cashbook 1 and Cashbook 3 as at 31<sup>st</sup> March 2023 (*to follow*), and compare to bank statements;
  - To receive a summary of Income & Expenditure compared to budget to 31<sup>st</sup> March 2023 (*to follow*);
  - To note quarterly statement of earmarked reserves to 31<sup>st</sup> March 2023 (*to follow*);
  - To note completion by Cllr Henly of all outstanding internal control inspections to 31<sup>st</sup> December 2022, as per Internal Control Policy;
  - To note creditor invoices more than 30 days outstanding.

- 7. Earmarked Reserves Funds**  
To note transfer of year end funds of £5,000 from unspent Playground budget to Earmarked Reserves for MSF Resurfacing/Playground EMR, as agreed at previous meeting. To also note transfer of £150 unexpected income for non-running tractor/mower disposal to Earmarked Reserves for New Tractor/Machinery EMR, as agreed at the February meeting. (*schedule attached*)
- 8. S106 / CIL Monies**
  - To note HDC January quarterly report of Unspent / Potential S106 or CIL monies (*copied to Committee*).
  - To note receipt of £11,018.49 HDC CIL funds relating to DC/22/0992 and DC/21/2407
- 9. Internal Control Policy**  
To review the effectiveness of the system of internal control; To adopt the Internal Control Policy for the financial year 2023-24 (*attached*).
- 10. Internal Auditor Appointment**  
To approve the appointment of the Internal Auditor, Auditing Solutions Ltd, for the financial year ending 31<sup>st</sup> March 2024.
- 11. Sports Pavilion Development Project**  
To note any update on progress, if available, following the instruction to the architect to procure updated costings.
- 12. Annual Rent Reviews of Sports Pavilion tenants**
  - To review the budgetary decision of 17<sup>th</sup> November 2022 regarding the 2023-24 rents for Pulborough Sports & Social Club, Pulborough Snooker Club, Pulborough Football Club, Pulborough Cricket Club and Chanctonbury Stoolball Club.
  - To note correspondence from Pulborough Cricket Club regarding their rent review request (*attached*)
- 13. Leases – Pulborough Bowls Club**  
To consider any further update or progress on the draft lease, if received from the Council's solicitor.
- 14. Correspondence**  
To note items of correspondence. (*None received at time of agenda publication*).
- 15. Payments**  
To approve payments for signing. (*Details to be circulated to members prior to meeting*)

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