



Quality  
Parish  
Council

## **PULBOROUGH PARISH COUNCIL**

*Working together for a better future*

**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 **Wednesday 25<sup>th</sup> March 2015 at 1pm.**

### **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 29<sup>th</sup> January 2015, 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 31<sup>st</sup> January and 28<sup>th</sup> February 2015 and agree to bank statements. Copied to Committee.

To agree Councillor to carry out quarterly inspection as per Internal Control Policy.

To confirm earmarked reserved amounts for transfer to Liquidity Manager account and sign authorisation.

To receive a summary of outstanding invoices.

**6. INTERNAL AUDIT**

To receive the current scope of the internal audit as provided by Auditing Solutions Ltd and if acceptable recommend to Full Council the appointment of Auditing Solutions Ltd as the Internal Auditor for the 2014/15 financial year.

To receive and review the Interim 2014/15 Report. Copied to Committee.

**7. NEIGHBOURHOOD WARDENS**

To discuss the possibility of funding two Neighbourhood Wardens.

**8. DISCIPLINARY AND GRIEVANCE POLICY**

To receive and if acceptable recommend to Full Council a Disciplinary and Grievance Policy. Copied to Committee.

**9. RISK REGISTER**

To review entries on the Administration, Finance & Policy, Whole Council, Ownership/Council Property and Governance & Management schedules of the Risk Register. Copied to Committee.

**10. TRANSPARENCY CODE FOR SMALLER AUTHORITIES**

To receive and note the mandatory status of the Transparency Code with effect from 1<sup>st</sup> April 2015 and agree how the changes are to be implemented by Pulborough Parish Council. Copied to Committee.

**11. CORRESPONDENCE**

To note items of correspondence and to give guidance to the Clerk in responding.

**12. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

**13. PAYMENTS**

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

**Dated 17<sup>th</sup> March 2015**

**Sarah Norman  
Clerk**

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