



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 **Thursday 25th September 2014 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 meetings held on 31st July 2014, 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 31st July and 31st August 2014. Copied to Committee.

To receive a summary of outstanding invoices.

6. INSURANCE

To receive copy documentation for the 2014 renewal of the Aviva policies (not buildings) as per the long term agreement with Came & Co. Copied to Committee.

To note the theft of a hedge trimmer from the Tractor Shed and resulting insurance claim.

7. ANNUAL ACCOUNTS

To note the completion of the Annual Accounts for the year ended 31st March 2014 and comments made by the external Auditor, PFK Littlejohn.

8. STAFFING FOR NEIGHBOURHOOD PLAN WORK

To discuss and if acceptable approve expenditure to cover a maximum of an additional 5 hours per week until 31st October for the Assistant Clerk

9. CORRESPONDENCE

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

10. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

11. PAYMENTS

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

Dated 19th September 2014

**Sarah Norman
Clerk**

01798 873532

clerk@pulboroughparishcouncil.gov.uk

Swan View, Lower Street, Pulborough, RH20 2BF