



**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 18<sup>th</sup> November 2021 at 7.30pm.**

**Heather Knight**  
Clerk  
01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 11<sup>th</sup> November 2021**

**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 28<sup>th</sup> October 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 31<sup>st</sup> August 2021 and 30<sup>th</sup> September 2021, and for Cashbook 3 as at 31<sup>st</sup> August 2021 and 30<sup>th</sup> September 2021 (*attached*) and for Cashbook 1 to 31<sup>st</sup> October and Cashbook 3 to 31<sup>st</sup> October 2021 (*to follow if available*), and compare to bank statements.
  - To receive quarterly summary of income and expenditure compared to budget to 30<sup>th</sup> September 2021 (*attached*).
  - To note quarterly statement of earmarked reserves to 30<sup>th</sup> September 2021 (*attached*).
  - To note creditor invoices more than 30 days outstanding.

- 6. Budget and resulting Precept Requirement for 2022/23**  
To agree potential budget for the 2022/23 civic year for recommendation to full Council (*draft attached*).
- 7. Sports Pavilion Development Project**  
To receive verbal update if available on progression of planning application and water neutrality statement.
- 8. Review of Governance Documents**  
To review the following governance documents, make any amendments and recommend to Council for adoption (*copied t Committee*):-
  - Standing Orders
  - Financial Regulations
- 9. Covid-19 Impact on Tenant Clubs – Pulborough Football Club**  
To receive any update or further information from Pulborough Football Club regarding financial impact of 2020-21 pandemic lockdowns and the club's request for review of rent invoice for 2021-22 (*no updated information at date of agenda issue*).
- 10. Staffing**
  - To receive Clerk's confidential report updating on staffing matters.
  - To consider payment of additional hours worked by Clerk in September and October 2021
- 11. Correspondence**  
To note items of correspondence. (*none at time of agenda issue*).
- 12. Payments**  
To approve payments for signing. (*details to be circulated to members prior to meeting*).

***Agenda item 10 will contain confidential items, and therefore require a resolution to exclude public and press (SO 3d refers)***