



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.

Members of the public are welcome to attend all Council and Committee meetings – please check www.pulboroughparishcouncil.gov.uk in case of any meeting cancellations.

members of the public wishing to hear this virtual meeting may do so by telephone, access details are at the foot of the agenda.

You are hereby summoned to a meeting of the Finance & Policy Committee which will take place virtually using Microsoft Teams on **Tuesday 23rd June 2020 at 5.00pm**. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

Heather Knight
Clerk

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

Dated: 17th June 2020

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 27th February 2020 (*attached*) 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 and 3 as at 29th February 2020 and for cashbook 1, 2 and 3 as at 31st March 2020 (*attached*) and compare to bank statements;
 - To receive summary of income and expenditure compared to budget to 31st March 2020 (*attached*);
 - To receive statement of earmarked reserves as at 31st March 2020 (*attached*);
 - To note that completion of q4 internal control inspection to 31st March 2020 and q1 to 30th June 2020 would need to be arranged as soon as practically possible.
 - To receive annual budget 2020/21 (*attached*);
 - To note creditor invoices more than 30 days outstanding.

- 6. Annual Report of Council**
To approve the council's annual report, including individual reports by chairman of council and committee chairmen (*attached*). To consider whether to publish only online this year or to have printed distribution to residents as in normal years and budgeted for.
- 7. Neighbourhood Plan**
To consider approval for neighbourhood plan steering group to produce publicity leaflets and associated information for dissemination and distribution to residents for launch of reg 14 public consultation, using remaining neighbourhood plan earmarked reserve of £7,760.91. quotations sought for print/distribution currently still awaited.
- 8. S106 and CIL Monies**
To receive latest HDC unspent and potential s106 monies report (*attached*).
To note receipt of SDNP payment of neighbourhood portion of CIL funding of £592.68
- 9. Sports Pavilion Development Project**
Progress update on the project and business plan, including potential funding streams.
- 10. COVID-19 - Small Business Grant**
Following successful application to HDC for Government Small Business Grant as part of the Government's COVID-19 support scheme, to note receipt of £10,000 award and to consider allocation to new cost centre under administration account.
- 11. COVID-19 – Lease/Licence Tenancy Rents**
To consider discretionary review of rents of council's lease and licence holding pavilion tenants during pandemic period whilst clubs are unable to receive income.
To additionally consider specific rent concerns raised by Sports & Social Club.
(*confidential correspondence and rental spreadsheet attached*)
- 12. COVID-19 - Preparations for Re-opening Sports Pavilion**
To note forward planning arrangements for premises re-opening in due course, and ratify for reimbursement costs of various cleansing items incurred by clerk (c £70)
To also consider request by Cricket Club for potential use of premises from 4th July 2020
(*correspondence attached*).
- 13. New Parish Council Website**
To consider approving quotation of £1,200.00 + VAT from JNR computer services for development, installation and hosting/maintenance of new website, as allowed for in budget setting (using Community Benefit fund EMR). *example of similar design by JNR can be found at www.felphampc.gov.uk*
- 14. APCAG – Subscription Renewal**
To consider whether to renew subscription to the Association of Parish Councils Aviation Group, at an annual cost of £100.
- 15. Pocket Park – Resident Request Regarding Tree**
To consider resident request for cutting back of hybrid black poplar in Pocket Park for health reasons, including consideration of two quotations received for the work, previous consideration by R&OS Committee and Tree Survey recommendations/budget (*attached*).
- 16. Correspondence**
To note items of correspondence (*attached*).
- 17. Payments**
To approve payments for signing (*details to be circulated to members prior to meeting*).

MEMBERS OF THE PUBLIC WISHING TO HEAR THE MEETING LIVE SHOULD DIAL: 0203 8555316 (normal local call rate applicable)

I.D. FOR THE MEETING: 684 166 507#

You will be asked your name and allowed audio access only unless you have pre-registered to speak or are a Member of the Parish Council

Meetings will be recorded for officer note taking purposes and destroyed on publication of Minutes