



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## **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 25<sup>th</sup> April 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: 16<sup>th</sup> April 2019**

### **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 21st March 2019 (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. END OF YEAR ACCOUNTS AND ANNUAL RETURN**

- To receive bank reconciliations for Cashbooks as at 31st March 2019 (*to follow*) and compare to bank statements
- To receive a comparison of Income, Expenditure and Budget compared for the year ending 31<sup>st</sup> March 2019 (*to follow*)
- To receive a statement of Earmarked Funds as at 31<sup>st</sup> March 2019 (*to follow*)
- To review the effectiveness of the system of internal control and approve the Internal Control Policy (*copied to Committee*)
- To receive and recommend for approval by Council the accounts for year ended 31<sup>st</sup> March 2019, including balance sheet and Annual Return (*to follow*)
- To note creditor invoices more than 30 days outstanding.
- To note completion of internal control inspection for quarter 4 to 31<sup>st</sup> March 2019 as per Internal Control Policy

6. **TO APPOINT INTERNAL AUDITOR FOR 2019/20 FINANCIAL YEAR**
7. **TO RATIFY ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FINANCE & POLICY COMMITTEE** *(to be circulated)*
8. **S106/CIL**  
To review Pulborough Parish Council requirements for the expenditure of S106 / CIL monies, including
9. **TO REVIEW RENTS PAID BY CLUB AND ALLOTMENT TENANTS**  
To note annual RPI from April 2019 and consider any changes to rents paid to the Council for year ending 31st March 2019 (paper to be circulated).
10. **STAFFING**
  - To note progress of staff appraisal process
  - To conduct annual salary reviews
11. **ITEMS FOR NEXT F&P AGENDA**  
To note any items requested for the next F&P agenda, to be followed up as a written proposal with recommendations for decision.
12. **CORRESPONDENCE**  
To note items of correspondence (list attached).
13. **PAYMENTS**  
To approve the payments for signing. (Details to be circulated to Members prior to meeting).

***Agenda items 9 and 10 may contain confidential items and therefore require a resolution to exclude public and press (SO 1c refers)***