



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 26th June 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 24th April 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 30th April and 31st May 2014. Copied to Committee.

To receive a summary of outstanding invoices.

6. INTERNAL AUDIT

To receive and note the contents of the final audit for the year ended 31st March 2014 as prepared by Auditing Solutions Ltd. Copied to Committee.

7. STAFF

To discuss the employment of a weekend litter picker for the main recreation ground.

8. POWERS & DUTIES

To discuss and if necessary agree any changes. Copied to Committee.

9. FINANCIAL REGULATIONS

To receive and discuss the draft regulations as prepared by NALC and make recommendation to Full Council. Copied to Committee.

10. FREEDOM OF INFORMATION PUBLICATION SCHEME

To review and agree if acceptable the Publication Scheme (adopted November 2008). Copied to Committee.

11. PARISH COUNCIL POLICIES

To receive, review and amend if necessary the following Parish Council Policies (all copied to Committee) :-

- * Health & Safety Policy
- * Equality & Diversity Policy
- * Staff Recruitment Policy

12. INSURANCE

To note the split of the insurance premium due for 2014/15. Copied to Committee.

13. PARISH OFFICE EQUIPMENT

To receive a report from SKMK regarding Parish Office Hardware, receive costings for new equipment and agree expenditure. Copied to Committee.

14. BENCH FOR LOWER STREET

To discuss bench type, costs and funding. *(previously discussed at P&S Committee meeting dated 5th June 2014, minute no 3).*

15. CORRESPONDENCE

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

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

17. PAYMENTS

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

Dated 20th June 2014

**Sarah Norman
Clerk**

01798 873532

clerk@pulboroughparishcouncil.gov.uk

Swan View, Lower Street, Pulborough, RH20 2BF