



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 AN 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 **Thursday 22nd October 2020, at 7.30pm**. 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

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Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 15th October 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 the minutes of the online meeting held on 24th September 2020 (*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 cashbooks 1 and 3 as at 30th September 2020 (*attached*) and compare to bank statements;
 - To receive summary of income and expenditure compared to budget to 30th September 2020;
 - To receive quarterly statement of earmarked reserves to nearest available date (*attached*);
 - To note creditor invoices more than 30 days outstanding;
 - To note completion of Quarter 4 internal control inspection to 31st March 2020 and to appoint Councillors to undertake Quarters 1 and 2 inspections to 30th June and 30th September 2020, as per Internal Control Policy.

6. **Budget for 2021/22**
To discuss potential budget for the 2021/22 civic year (*draft to be circulated*).
7. **S106/CIL Monies**
 - To note HDC October quarterly report of Unspent / Potential S106 monies (*copied to Committee*);
 - To note SDNP CIL Funding Letter announcing that the window for project bidding for the 2020/21 pot is now open (*copied to Committee*);
 - To consider any PPC projects potentially eligible for S106 / CIL funding and whether any applications for funding should be submitted.
8. **Sports Pavilion Development Project**
To note any available progress update on the project and business plan.
9. **Pulborough Cricket Club Licence**
To consider whether to commence work on licence renewal, noting current licence expiry of 31st March 2021.
10. **Grant Aid 2020**
To receive Grant Aid Working Group recommendations, consider Grant Aid 2020 applications received and to make recommendations to Council.
(*recommendations list to be circulated separately*)
11. **West Sussex Pension Fund – Pooling Agreement Review**
To consider and approve signing of WSCC WSPF West Sussex Letter of Variation for Small Scheduled Bodies Pooling Agreement. As part of the review of this arrangement, some minor amendments to the Agreement are required to take account of changes in regulations (*copied to Committee*).
12. **Risk Assessments**
To review the Council's Risk Assessments, amend if necessary and make recommendation for adoption by Council (*scanned copy separately to Committee*).
13. **Review of Governance Documents and Policies**
To review the following governance documents and policies (*copied to Committee*), making any necessary amendments, and recommend to Council for adoption:-
 - Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Internal Control Policy
14. **Correspondence**
To note items of correspondence (*list attached*).
15. **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: 705 964 898#

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