



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.

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 27th April 2017 at 7.30pm**

AGENDA

APOLOGIES FOR ABSENCE

To receive and approve the apologies for absence

1. 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

2. MINUTES

To agree and sign the minutes of the meeting held on 23rd March 2017, previously circulated, and to receive the Clerk's report

3. 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

4. END OF YEAR ACCOUNTS AND ANNUAL RETURN

To receive Bank Reconciliations for Cashbook 1 as at 31st March 2017 (copied to Committee) and agree to bank statement

To receive a comparison of Income, Expenditure and Budget for the year ending 31st March 2017 (Copied to Committee)

To receive a statement of Earmarked Funds as at 31st March 2017 (to be circulated)

To note invoices more than 30 days outstanding

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 31st March 2017, including balance sheet and Annual Return (to be circulated)

5. TO APPOINT INTERNAL AUDITOR FOR 2017/18 FINANCIAL YEAR

6. TO APPROVE DRAFT ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FINANCE & POLICY COMMITTEE (to be circulated)

- 7. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)**
To review Pulborough Parish Council requirements for the expenditure of S106 / CIL monies, including two papers produced by Chairman of Council showing reconciled S106 funds and potential S106 funds (Copied to Committee), and verbal report following Chairman of Council's meeting with District Council officers
- 8. TO REVIEW RENTS PAID BY CLUB AND ALLOTMENT TENANTS**
To note annual RPI from April 2017 and consider any changes to rents paid to the Council for year ending 31st March 2018 (paperwork to be circulated)
- 9. LEASES AND LICENCES INCLUDING:**
 - Approval of any action necessary for conclusion of club lease and licence documentation (confidential paper copied to committee);
 - Consideration of additional licence for Pulborough Patriots Football Club (referred from R&OS Committee 13.4.17)
- 10. SPORTS PAVILION BUILDING MAINTENANCE - TO APPROVE POTENTIAL ADDITIONAL COSTS ARISING FROM PLANNED ROOF REPAIR**
- 11. RISK REGISTER - TO NOTE ANY UPDATE ON REVIEW PROCESS**
(referred from F&P Committee 22.2.17, Min. 96 refers)
- 12. TO CONSIDER BUDGETING IMPLICATIONS FOR REPLACEMENT OF ITEMS OF PLAYGROUND AND OUTSIDE GYM EQUIPMENT** (referred from R&OS Committee 09.03.17, Min. 98 refers)
- 13. TO NOTE ALLOCATION OF PARISH ENVIRONMENTAL CLEANSING GRANT FROM HORSHAM DISTRICT COUNCIL FOR 2017-18 OF £5,672.81**
- 14. CORRESPONDENCE**
To note items of correspondence and to give guidance to the Clerk in responding
- 15. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**
- 16. PAYMENTS**
To approve the payments for signing (Details to be circulated to members prior to meeting)

Heather Knight
Clerk

Dated: 20th April 2017

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