



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 29th January 2015 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 meeting held on 13th November 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 November and 31st December 2014 and agree to bank statements. Copied to Committee.

To receive a summary of Income & Expenditure compared to Budget as at 31st December 2014. Copied to Committee.

To receive a summary of earmarked reserves as at 31st December 2014. Copied to Committee.

To agree Councillor to carry out quarterly inspection as per Internal Control Policy.

To receive a summary of outstanding invoices.

**6. OFFICE EQUIPMENT**

To receive an update on replacement equipment and note any further requirements.

**7. STAFF SALARIES**

**Due to the nature of this item, the discussion will be deemed Confidential and members of the public and press will be asked to leave the room.**

To discuss salary increases for staff for the 2015/16 municipal year.

**8. STAFF APPRAISALS**

To agree Councillor(s) to carry out the annual staff appraisals and date on which the interviews should take place.

**9. LOCAL GOVERNMENT PENSION SCHEME**

To note changes in the IAS19/FRS17 process for reports produced in 2015 and agree whether the reports are required by Pulborough Parish Council. Copied to Council.

**10. CORRESPONDENCE**

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

**11. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

**12. PAYMENTS**

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

**Dated 23rd January**

**Sarah Norman  
Clerk**

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