



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 28th March 2019 at 7.30pm**

Heather Knight
Clerk

01798 873532 clerk@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 21st March 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 change to Councillors' Register of Interests.

3. MINUTES

To approve and sign the minutes of the meeting held on 28th February 2019 (*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 Cashbook 1 as at 28th February 2019, Cashbook 2 as at 31st December 2018 and Cashbook 3 as at 28th February 2019 (*attached*) and compare to bank statements.
- To receive summary of Income and Expenditure compared to budget to date of meeting (*to be circulated at meeting*).
- To note creditor invoices more than 30 days outstanding.
- To appoint Councillor to undertake Quarter 4 inspection to 31st March 2019, as per Internal Control Policy.

6. EARMARKED FUNDS

To note unused budgets from comparison (circulated at agenda item 5) and agree any earmarking for the year ending 31st March 2019. (*Report/recommendations to be circulated*)

7. POLICY REVIEWS

To review and recommend to Council the following policies (*copied to Committee*):-

- Training & Development Policy
- Equality & Diversity Policy
- Staff Recruitment Policy
- Disciplinary Policy
- Grievance Policy

8. CLIMATE CHANGE

To consider details, forwarded by a resident, of South East Climate Alliance 'Climate Emergency: Call to Action' and whether the Parish Council wishes to support this. The campaign is encouraging local councils to declare a climate emergency and asking councils to write to their county council in time for authority agenda item - WSCC debate Friday 5th April 2019. (*Circulated to whole Council for comment*).

9. STAFFING MATTERS

To consider request by a member of staff to carry forward untaken annual leave of two days.

10. CORRESPONDENCE

To note items of correspondence as per list circulated (*none at time of agenda*).

11. PAYMENTS

To approve the payments listed for signing (*list to be circulated*).