



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## **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 28<sup>th</sup> September 2017 at 7.30pm**

**Heather Knight**  
**Clerk**  
01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 21st September 2017**

### **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 and sign the minutes of the meeting held on 27<sup>th</sup> July 2017, 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 31<sup>st</sup> July and 31<sup>st</sup> August 2017 and Cashbook 2 as at 31<sup>st</sup> August 2017 (attached) and compare to bank statements
  - To receive most recent summary of earmarked funds (attached)
  - To receive most recent Projected Planning report (attached)
  - To note creditor invoices more than 30 days outstanding
- 6. SPORTS PAVILION REBUILD PROJECT FUNDING**  
To consider early preparation for potential financing.
- 7. REPLACEMENT OF PLAYGROUND AND OUTSIDE GYM EQUIPMENT ITEMS**  
To consider budget implications of items at or approaching end of lifespan - referred from F&P 27.4.17, Min. 134.

- 8. TO CONSIDER REQUEST FROM RESIDENT TO INSTALL SALT BIN AT JUNCTION BETWEEN SOUTHSIDE AND DOWNLANDS**  
Referred from P&S Committee, Min. 55.
- 9. TO CONSIDER PURCHASE OF 2X REPLACEMENT OFFICE DESKS TO AN AGREED COST LIMIT**  
(Examples and cost estimates attached)
- 10. S106 FUNDS /CIL MONIES**  
To review Council's requirements for the expenditure of S106 / CIL monies.
- 11. GRANT AID 2017**  
To appoint Task & Finish Group to assess grant applications following closing date of 30<sup>th</sup> September 2017, to make recommendations to the next Committee meeting.
- 12. LEASES AND LICENCES UPDATE** (Min. 23, F&P 27.7.17 refers)  
To progress conclusion of club lease and licence renewals.
- 13. GENERAL DATA PROTECTION REGULATIONS (GDPR) UPDATE**  
To note NALC Legal Briefing LO5-17 August 2017 - GDPR Summary of main provisions (attached).
- 14. STAFFING MATTERS**  
Update on appraisals, including Clerk's Appraisal, and to consider approval of staff training and costs:
  - Budget Planning & Precept Setting Workshop, 17<sup>th</sup> October 2017, £60+ VAT for Clerk and Deputy Clerk
  - GDPR Compliance Training, 6<sup>th</sup> February 2018, £48 + VAT for Clerk and Deputy Clerk
  - ILCA, £99 + VAT for Clerk
  - Lantra Awards Basic Tree Survey & Inspection course, 24<sup>th</sup> November 2017, £155 + VAT for Groundsman
- 15. CORRESPONDENCE**  
To note items of correspondence (list attached).
- 16. PAYMENTS**  
To approve the payments for signing. (Details to be circulated to members prior to meeting)