



PULBOROUGH PARISH COUNCIL
Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE 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 to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 23rd March 2023 at 7.30pm.**

Heather Knight
Clerk

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

Dated: 16th March 2023

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 meeting held on Thursday 23rd February 2023 (*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 30th September, 31st October, 30th November and 31st December 2022, and 31st January 2023 (*attached*); and for Cashbook 3 as at 30th September 2022, 31st October, 30th November and 31st December 2022, and 31st January 2023 (*attached*), and compare to bank statements;
 - To receive a summary of Income & Expenditure compared to budget to 31st December 2022 (*attached*);
 - To note quarterly statement of earmarked reserves to 31st December 2022 (*attached*);
 - To arrange completion of internal control inspections to 31st December 2022, as per Internal Control Policy;
 - To note creditor invoices more than 30 days outstanding.

- 6. Earmarked Reserves Funds**
To consider any required movement of year end unspent funds to or from Earmarked Reserves (referred from last meeting)
- 7. Outsourcing of Accounting**
To consider regular outsourcing of accounting work to a service provider and quotations for in the region of £250-£1500 monthly, ex VAT (referred from last meeting) (*previously circulated*).
- 8. Outsourcing of Employment Advice**
To consider options for outsourcing of Human Resources / employment law / Health & Safety advice to an external provider, and consider quotations for service provision (referred from last meeting) (*attached*)
- 9. Annual Report of Council**
To consider the Council's Annual Report, including individual reports by Chairman of Council and committee chairmen. (*Attached if available*)
- 10. Sports Pavilion Development Project**
To note approval by Horsham District Council of the planning application, with conditions, and arrangements to discuss these with the architect.
- 11. Risk Assessments**
To review the Council's risk assessments, amend if necessary and make recommendation for adoption to Council (referred from last meeting) (*scanned copy to follow*)
- 12. Leases – Pulborough Cricket Club**
To note feedback from the Cricket Club committee subsequent to the informal meeting held with their representatives on 17th February 2023 and consider any further action necessary.
- 13. Leases – Pulborough Bowls Club**
To consider any further update or progress on the draft lease, if received from the Council's solicitor.
- 14. Correspondence**
To note items of correspondence.
- 15. Payments**
To approve payments for signing. (*Details to be circulated to members prior to meeting*)

Agenda items 12 and 13 may contain confidential matters, and therefore require a resolution to exclude public and press (SO 3d refers)