



**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 AN ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.**

Members of the public are welcome to attend all Council and Committee meetings – please check [www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk) in case of any meeting cancellations.

Members of the public wishing to hear this virtual meeting may do so by telephone, access details are at the foot of the agenda.

You are hereby summoned to a meeting of the Finance & Policy Committee which will take place virtually using Microsoft Teams on **Thursday 25<sup>th</sup> March 2021, at 7.30pm**. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4<sup>th</sup> April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7<sup>th</sup> May 2021.

**Heather Knight**  
Clerk

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Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 18<sup>th</sup> March 2021**

**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 online meeting held on 25<sup>th</sup> February 2021 (*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 Cashbooks as at 31<sup>st</sup> January and 28<sup>th</sup> February 2021 (*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 latest available report of Earmarked Reserves (*to be circulated*)
  - To appoint Councillor to undertake Q4 financial inspection to 31<sup>st</sup> March 2021 as per Internal Control Policy.
  - To note creditor invoices more than 30 days outstanding.

- 6. Earmarked Funds**  
To note unused budgets from comparison as circulated under agenda item 5, and to agree any earmarking or transfers for the year ending 31<sup>st</sup> March 2021.
- 7. S106 / CIL Monies**  
To receive latest quarterly reports from HDC/ SDNP *(if available)*.  
To review Pulborough Parish Council requirements for the expenditure of S106 / CIL funds.
- 8. Sports Pavilion Development Project**  
Verbal update, if available, on project planning application progress.
- 9. Covid-19 Financial Impacts – Tenant Rent Review Request**  
To consider updated information from Pulborough Sports & Social Club regarding the financial impact and their previous request for rent review *(copied to C'ttee)*.
- 10. Pulborough Cricket Club Licence Renewal – 2021-22 Rent Review Request**
  - To consider Pulborough Cricket Club Committee request for rent review in view of the impending expiry of current licence agreement *(copied to C'ttee)*
  - To note update from Pulborough Cricket Club on their plans for post-lockdown activity, previously reported to R&OS C'ttee *(copied to C'ttee)*
- 11. PPC Office Photocopier – Contract Renewal**  
To consider quotation for renewal of photocopier contract expiring 31<sup>st</sup> May 2021 for further 5 years *(copied to C'ttee)*.
- 12. Staffing**  
To note staff appraisals that had taken place in February and March 2021 and any matters arising from these, including:-
  - To note Clerk's action in purchase of essential step-ladder to enable staff safe height work at pavilion
  - To note increases to minimum wage and national living wage and resultant effect on any staff salaries
- 13. Correspondence**  
To note items of correspondence. *(list attached)*.
- 14. Payments**  
To approve payments for signing. *(details to be circulated to members prior to meeting)*.

***Agenda item 12 may contain confidential items in part, and therefore require a resolution to exclude public and press (SO 1c refers)***

**MEMBERS OF THE PUBLIC WISHING TO HEAR THE MEETING LIVE SHOULD  
DIAL: 0203 8555316 (normal local call rate applicable)**

**Phone Conference ID: 423 454 783#**

**You will be asked your name and allowed audio access only unless you have pre-registered to speak or are a Member of the Parish Council**

**Meetings will be recorded for officer note taking purposes and destroyed on publication of Minutes**