



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## **PULBOROUGH PARISH COUNCIL**

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**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 in the Riverview room at the Village Hall on **Tuesday 26<sup>th</sup> April 2016 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 24<sup>th</sup> March 2016, 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. END OF YEAR ACCOUNTS**

To receive Bank Reconciliations for Cashbook 1 and 2 as at 31<sup>st</sup> March 2016. Copied to Committee.

To receive a comparison of Income, Expenditure and Budget for the year ending 31<sup>st</sup> March 2016. Copied to Committee.

To receive a statement of the earmarked funds as at 31<sup>st</sup> March 2016. Copied to Committee.

To note invoices more than 30 days outstanding.

To receive, discuss and if approved recommend to Full Council the acceptance of the accounts for the year ended 31<sup>st</sup> March 2016, including Balance Sheet and Annual Return. Copied to Committee.

To receive and if approved recommend to Full Council the acceptance of the Internal Control Policy for the year ended 31<sup>st</sup> March 2016. Copied to Committee

**6. ANNUAL REPORT**

To receive a draft of the report including the report from the Chairman of the Finance & Policy Committee.

- 7. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AND ALLOTMENT HOLDERS**  
To receive confirmation of the annual RPI increases in rent paid by the clubs and allotment holders wef 1<sup>st</sup> April 2016 and if acceptable approve levels of rent for the year ended 31<sup>st</sup> March 2017. Copied to Committee.
- 8. INTERNAL AUDIT**  
To appoint the Internal Auditor for the 2016/17 financial year.
- 9. CHANGES TO STRUCTURE OF COUNCIL AND COMMITTEES**  
As requested at the F&P meeting on 24th March 2016.
- 10. STAFFING**  
As requested at the F&P meeting on 24th March 2016.
- 11. CORRESPONDENCE**  
To note items of correspondence and to give guidance to the Clerk in responding.
- 12. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**
- 13. PAYMENTS**  
To approve the payments for signing. (Details to be circulated to members prior to meeting)

**Dated: 20th April 2016**

**Lisa Underwood**  
**Acting Clerk**

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