



PULBOROUGH PARISH COUNCIL

Working together for a better future

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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 at the Sports Pavilion at the Sports & Social Club on **Thursday 29th June 2017 at 7.30pm**

**Heather Knight
Clerk**

Dated: 22nd June 2017

01798 873532

clerk@pulboroughparishcouncil.gov.uk

Swan View, Lower Street, Pulborough, RH20 2BF

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 27th April 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. COMMITTEE TERMS OF REFERENCE**
To review the Committee's Terms of Reference and make any recommendations to Council (attached)
- 6. PARISH COUNCIL FINANCES**
 - To receive bank reconciliations for Cashbook 1 as at 30th April and 31st May 2017 and Cashbook 2 as at 31st May 2017, (attached) and compare to bank statements
 - To note invoices more than 30 days outstanding
 - To agree Councillor to carry out quarterly inspection to 30th June 2017, as per Internal Control Policy

- 7. S106 FUNDS /CIL MONIES**
To note latest HDC S106 allocated and potential fund reports (attached) and to review Council's requirements for the expenditure of S106 / CIL monies
- 8. NEIGHBOURHOOD WARDENS PROJECT**
To consider the way forward of the two year pilot scheme, including precept implications and early community engagement to inform 2018/19 budgeting
- 9. LEASES AND LICENCES**
To approve any action necessary for conclusion of club lease and licence documentation, including update regarding communications with Council's Solicitor, and consideration of additional licence for Pulborough Patriots Football Club (Min.131 F&P C'ttee 27.4.17 and Min. 109 R&OS C'ttee 13.4.17 refer)
- 10. STAFFING UPDATE**
To receive verbal report from Clerk on staffing matters, including Groundsman position, and consider any recommendations to July Council meeting if necessary
- 11. REVIEW OF POLICIES**
To review the following policies (attached) and make any recommendations to Council:-
 - Training & Development
 - Staff Recruitment
 - Data Protection
 - Reporting of Council Meetings
- 12. PREVENTING TERRORISM**
To note communication and recommendation from the District Council regarding venue hire and to consider whether Pulborough Parish Council wishes to adopt or apply such a policy (attached)
- 13. FREEDOM OF INFORMATION / PUBLICATION SCHEME**
To review the current Publication Scheme (attached) and make any recommendations to Council
- 14. CORRESPONDENCE**
To note items of correspondence and to give guidance to the Clerk in responding.
- 15. PAYMENTS**
To approve the payments for signing. (Details to be circulated to members prior to meeting)

Agenda items 9 and 10 may contain confidential items and therefore require a resolution to exclude public & press (SO 1c refers)