



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 **Wednesday 21st March 2018 at 7.30pm.**

Please note change of day and date from original schedule.

**Heather Knight
Clerk**

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

Dated: 15th March 2018

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 22nd February 2018 (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 1 and 2 as at 28th February 2018 (attached) and compare to bank statements
 - To receive a summary of Income and Expenditure compared to budget to date of meeting (to be circulated at meeting).
 - To note creditor invoices more than 30 days outstanding.
 - To note completion of internal control inspection for quarter 3 to 31st December 2017 and appoint Councillor to undertake quarter 4 inspection to 31st March 2018, as per Internal Control Policy
- 6. EARMARKED FUNDS**
To note unused budgets from comparison as circulated under agenda item 5, and agree any earmarking for the year ending 31st March 2018.

7. S106/CIL

To review Pulborough Parish Council requirements for the expenditure of S106 / CIL monies, including:-

- Review of S106 funding for the sports pavilion re-build project
- Review of S106 funding for highways contributions - any update if available
- Review of future cash flow and Council choices on funding

8. LEASES AND LICENCES

To review progress of lease/licence renewals of Sports Pavilion tenants

9. INTERNET BANKING

To consider report on investigation into council online banking arrangements and if approved to recommend to Council (Copied to Committee)

10. POLICY REVIEWS

To review and recommend to Council the following policies (copied to Committee) :-

- * Reporting of Council Meetings Policy
- * Training & Development Policy
- * Equality & Diversity Policy
- * Staff Recruitment Policy
- * Disciplinary Policy
- * Grievance Policy

11. CORRESPONDENCE

To note items of correspondence (list attached).

12. PAYMENTS

To approve the payments for signing. (Details to be circulated to Members prior to meeting).