



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 26th April 2018 at 7.30pm.**

Heather Knight
Clerk

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

Dated: 19th April 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 21st March 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. END OF YEAR ACCOUNTS AND ANNUAL RETURN**
 - To receive bank reconciliations for Cashbooks 1 and 2 as at 31st March 2018 (Copied to Committee) and compare to bank statements
 - To receive a comparison of Income, Expenditure and Budget compared for the year ending 31st March 2018 (Copied to Committee)
 - To receive a statement of Earmarked Funds as at 31st March 2018 (Copied to Committee)
 - To review the effectiveness of the system of internal control and approve the Internal Control Policy (Copied to Committee)
 - To receive and recommend for approval by Council the accounts for year ended 31st March 2018, including balance sheet and Annual Return (to be circulated)
 - To note creditor invoices more than 30 days outstanding.
 - To note completion of internal control inspection for quarter 4 to 31st March 2018 and appoint Councillor to undertake quarter 1 inspection to 30th June 2018, as per Internal Control Policy

6. **TO APPOINT INTERNAL AUDITOR FOR 2018/9 FINANCIAL YEAR**
7. **TO RATIFY ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FINANCE & POLICY COMMITTEE** (to be circulated)
8. **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 future cash flow and Council choices on funding
9. **TO REVIEW RENTS PAID BY CLUB AND ALLOTMENT TENANTS**
To note annual RPI from April 2017 and consider any changes to rents paid to the Council for year ending 31st March 2019 (paper to be circulated).
10. **STAFFING**
 - To note revised paycales applicable from 1st April 2018 and 1st April 2019 for local government employees, following agreement by National Joint Council for Local Government Services (*if received from SALC/NALC at date of meeting*)
 - To consider future staffing requirements of the Council
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).

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