



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 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 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 25th February 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 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

Heather Knight
Clerk

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Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 18th February 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 28th January 2021 2020 (*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 31st January 2021 (*to be circulated if available*) and compare to bank statements;
 - To note completion of Q3 inspection to 31st December 2020.
 - To note creditor invoices more than 30 days outstanding.

6. **Earmarked Funds**
To discuss initial suggestions for movement of unused funds at year end, noting that final decisions will be taken at the March meeting when year end figures are clearer. *(latest available Earmarked Reserves and I&E compared to budget attached)*.
7. **Sports Pavilion Development Project**
Verbal update, if available, on project progress.
8. **Internal Control Policy**
To review updated Internal Control Policy for recommendation to Council and adoption from 1st April 2021 *(copied to Committee)*
9. **Social Media Policy**
To consider a policy to provide guidance for Members and staff using social media and if approved to recommend adoption to Council *(draft policy attached)*
10. **Policy and Protocol for Marking the Death of the Sovereign of Senior Royal**
To consider a policy to provide guidance for Members and staff in the event of the death of a prominent or senior national figure, and if approved to recommend adoption to Council *(draft policy attached)*
11. **Staffing**
 - To consider purchase of appropriate office desk and chair for Deputy Clerk whilst home-working, at a cost of approximately £160 + VAT *(to be confirmed)*
 - To note staff appraisals scheduled for 26th February 2021
12. **Correspondence**
To note items of correspondence. *(list attached)*.
13. **Payments**
To approve payments for signing. *(details to be circulated to members prior to meeting)*.

Agenda item 11 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: 329 587 596#
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**