



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 26<sup>TH</sup> JANUARY 2017 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Kipp, Quedsted, Reddin and Tilbrook  
(from Min. 83)

**IN ATTENDANCE:** Mrs H Knight (Clerk and Responsible Financial Officer)

*The meeting opened at 7.30pm*

**73. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Henly. Cllr Tilbrook had sent his apologies that he would be arriving late.

**74. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made or changes to register of interests made.

**75. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 10<sup>th</sup> November 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report from 10<sup>th</sup> November 2016 meeting:-

**Min 70, Correspondence: WSCC LGPS Bulletin 150.**

As noted at the November meeting, DCLG had published the result of the SF3 data collection and WSCC notified LGPS members that employers may wish to complete the survey about how local government finance statistics and data are used and the decisions they inform. The Clerk was requested to study the papers and if action was considered necessary to add to the January agenda for further consideration. Having looked at this, the Clerk was of the opinion that no further action was necessary.

**76. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public present.

**77. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 as at 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December 2016, and for Cashbook 2 as at 30<sup>th</sup> November 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and accepted a summary of income and expenditure compared to budget for the 1<sup>st</sup> quarter ending 30<sup>th</sup> September and the 2<sup>nd</sup> quarter ending 31<sup>st</sup> December 2016.

Members received and accepted a summary of earmarked funds as at 30<sup>th</sup> November 2016.

Members noted that there were only two invoices which were more than 30 days overdue. These related to outstanding payment by traders for Christmas tree lighting and were actively being followed up.

It was **AGREED** that Cllr Tilbrook would carry out the quarterly inspection up to 31<sup>st</sup> December 2016 as per the Internal Control Policy.

Members noted that as a result of the NJC two year agreement of revised pay scales commenced 1<sup>st</sup> April 2016, 2017-18 staff salaries would increase by 1% from 1<sup>st</sup> April 2017. This had been budgeted for.

**78. TO CONSIDER MINOR AMENDMENTS TO THE FINANCIAL REGULATIONS IN ACCORDANCE WITH PUBLICATION OF AN UPDATE FROM THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Clerk advised that the NALC Model Financial Regulations had been amended in 2016, requiring some minor changes needing to be made to the Council's Financial Regulations to keep this in line with the model document. The changes had been indicated within a copy of the Financial Regulations previously circulated to the Committee. Of particular note was the addition of stipulations regarding the awarding of contracts valued at £25,000 or more. Comment was made regarding the changed exchange rate between Euro and Sterling under this section. It was **AGREED** that the Clerk would check appropriate wording and probably only include one monetary value or the other. Attention was also drawn to the changes in requirements regarding cheque signatories and Members were advised that they should not sign cheques where they had a family or business connection with the payment beneficiary.

Members noted the changes and **RESOLVED** to **RECOMMEND** to Council that, following receipt of the updated Model Financial Regulations from NALC, the Council's Financial Regulations be updated with the additional and amended information as detailed to the Committee.

**79. INSURANCE**

**79.1** As previously requested (Min 58, 27.10.16 refers), the Clerk clarified the differences in insurance premium between 2015 and 2016 annual renewals under the Council's Long Term Agreement with its insurer, and the Committee noted the explanation provided (previously circulated email).

**79.2** The Clerk advised that the new outside gym equipment was covered by the Council's insurance but confirmation of the sum insured was required and would necessitate a mid-term adjustment / additional premium. Two options had been circulated for consideration, one for replacement equipment only and one for replacement equipment and removal of defunct equipment.

It was **RESOLVED** that the Clerk would arrange for the equipment to be insured for removal of old and replacement of new equipment, at an additional annual premium of £99.64 inc IPT. This would result in a pro-rata additional premium up to 30<sup>th</sup> September 2017 of £71.52 inc IPT.

#### 80. ACCOUNTING SYSTEM

Receipt of the new fees and charges for the accounts package with effect from 1<sup>st</sup> April 2017 were noted.

With the approval of the Chairman, the Clerk and Assistant Clerk had received training on the Council's accounts system delivered by the provider, Rialtas Business Solutions Ltd, on 18<sup>th</sup> January 2017. This had been arranged in conjunction with West Chiltonton Parish Council and it had therefore been possible to slightly reduce some of the costs. The Committee **RESOLVED** to **RATIFY** the expenditure of £350 + VAT + mileage at 45p/mile for the training day.

#### 81. PULBOROUGH FOOTBALL CLUB

Members considered a request from the football club for a rent rebate, due to a reduction to one team and subsequent less use of the pitch or pavilion facilities. It was noted that the Recreation & Open Spaces Committee is to consider a request from Pulborough Patriots Football Club to move from playing on the Cousins Way recreation ground to the main recreation ground. Depending on the outcome of that Committee's consideration, this would be likely to trigger a ground rent review for both clubs. It was **RESOLVED** to advise the Pulborough Football Club that a rebate would not be made, however, a Grant Aid 2016 application form submitted for up to £150 would be considered.

#### 82. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)

The latest (December 2016) S106 contributions report from HDC was noted (previously circulated). A copy of the last 'old style' HDC S106 report, together with a paper prepared by the Chairman was circulated. The Chairman had identified that the latest S106 report excluded all monies that refer to refuse, recycling and public art and there also appeared to be missing a sum of £40,865.48 that was allocated for Pulborough Centre improvements. Following discussion, it was **RESOLVED** that the Clerk should write to the appropriate HDC officer seeking an explanation of these queries, copied to Pulborough District Cllrs Clarke and Donnelly.

#### 83. PROJECTED PLANNING (MEDIUM TO LONG TERM PLAN)

Members received the most recent summary prepared for the 2015/16 financial year, to consider updating this. Amendments, additions and actions were **AGREED**, and the Clerk would provide a revised document for 2017/18 for future consideration (revisions shown in Appendix 1). During discussion it was **RESOLVED** that the next meeting would review S106/CIL wish list. It was further **RESOLVED** that the Clerk would establish from HDC details of funds held by HDC for WSCC and specifically the Highways allocation for the Oddstones development.

#### 84. STAFFING MATTERS

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Agenda item 12, SO 1c staffing refers).

84.1 The Clerk updated the Committee regarding an ongoing administrative matter relating to her appointment and it was anticipated that this would be appropriately concluded in liaison with the Chairman of Council very shortly.

84.2 The Clerk advised that the Council should undertake an annual review of staff salaries and that this is separate from changes to the NJC agreed national pay

scales. This was **APPROVED** and comment was made that a practical time for this might be either February/April or May each year to dovetail within the appraisal process. The Clerk would liaise with the Committee Chairman regarding this.

- 84.3** Following detailed discussion of the suggested reorganisation of the administrative staffing structure, it was **RESOLVED** to **RECOMMEND** to Council that the Administrative Assistant be moved to the position of Deputy Clerk commencing at SCP 23, backdated to 1<sup>st</sup> January 2017. The Clerk advised on an appropriate draft job description that could be adopted with minor amendment/updating.

**85. MEMBER AND OFFICER TRAINING OPPORTUNITIES**

It was **RESOLVED** to approve the Clerk's attendance at the SALC Year End Finance training day on 23<sup>rd</sup> February 2017, at the cost of £75 + VAT and travel costs. As this date clashed with the next scheduled Committee meeting, Members **RESOLVED** that the meeting be moved to Wednesday 22<sup>nd</sup> February 2017, subject to committee member majority availability (to be confirmed).

The Clerk reported that she hadn't registered to attend the January New Clerk's Training Day due to pressure of work but hoped to attend a future seminar.

It was **RESOLVED** to approve attendance of the Clerk and/or Assistant Clerk at the SALC Health & Safety / Risk Assessment training day on 15h June 2017 at the cost of £80 (ex VAT) per delegate and travel costs.

Members noted details of the St John Ambulance Essential First Aid for adults training on Monday 27<sup>th</sup> March 2017 at Warnham Park, from 1.45-4.45pm. A certificate of accreditation valid for three years could be obtained on completion. This is open to Members and staff and is free although a donation is suggested. It was **AGREED** that the Clerk would liaise with relevant staff if they wished to attend and circulate to all Councillors.

Details of a Fire Safety training course for fire wardens was noted.

**86. WEST SUSSEX PENSION FUND**

Receipt of the Small Scheduled Bodies Pool Actuarial Valuation Results and covering report was noted. It was **RESOLVED** that the Clerk would sign the Pooling Agreement on behalf of the Council.

The invitation to receive the IAS 19 / FRS 102 report for March 2017 was noted, which if agreed would incur a fee. It was **RESOLVED** that, as in previous years, the Council did not require the report and WSCC Capita would be advised.

The Clerk reported notification received regarding changes to the payment of 2016 and 2017 LGPS III Health Insurance renewal and the Council would need to pay the costs going forward. An invoice was included within the List of Payments under Agenda item 17.

**87. CORRESPONDENCE**

Members noted correspondence received as per the list circulated, detailed below:

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

- Bulletin 151 November 2016 - summary of action points
- Bulletin 152 - summary of action points
- LGPS Revised contribution bands from 1 April 2017: Under Regulation 9 of the LGPS 2014, the contribution bands are reviewed on 1<sup>st</sup> April each year in line with Pension Increase orders, the increase applicable to the range being equal to the

percentage increase to pensions due on the first Monday after 5th April each year using an increase date of 1<sup>st</sup> April 2014. Although official notification has not been received from DCLG the expected new bands for 2017/18 have been received from West Sussex Capita. **This may need to be a future agenda item once confirmed bands are notified.**

#### **BT**

Notification that they are putting up prices of some of their services, including line rental which will increase by 6%. Includes information on BT Business Call Essentials, giving free minutes and cheaper rates on business lines, and two call package options costing £10/month/line

**It was AGREED that officers investigate the potential of this for the Council.**

#### **Daisy Communications Ltd**

Pricing review has taken place and a number of their standard prices will change from 1<sup>st</sup> February 2017.

#### **LASER Energy**

Change of ownership process

#### **Email/Cloud software support provider (Computer-eyez)**

Advice that Microsoft has announced they are to increase their cloud services and licensing costs by 16-22% from 1<sup>st</sup> January 2017 due to the weakening pound. This will affect Office 365 customers (includes PPC). Final confirmation of exactly how this will affect clients is still awaited.

#### **Rural Services Network**

Rural Opportunities Bulletin December 2016 - listing various funding opportunities available for groups and organisations.

#### **WSCC**

WSCC Funding Update - Small Grants and Community Initiative Fund: A reminder that there is still money available for good causes. Applications need to be submitted by end of January for consideration at the next CLC meetings in early March.

#### **SALC/WSALC**

2017/18 Subscription renewal charges: The Directors governing SSALC Ltd and West Sussex ALC Ltd have agreed to increase the WSALC subscription for 2017/18 by 2%. Calculated using the electorate figure provided by HDC for PPC, the SALC subscription will be £1310.5424. The NALC AGM in October 2016 agreed that the NALC subscriptions would be raised to 6.73 pence per elector for 2017/18, giving a NALC subscription for PPC of £298.2736.

#### **Southern Water**

Waste and wastewater service provider is changing: From April 2017 the non-household retail water market in England opens to competition. Southern Water opted last year to sell their non-household retail business and from 1<sup>st</sup> April 2017, Business Stream will be the new water and wastewater provider, also supplying customer services such as billing. PPC pays by direct debit and the March 2017 payment will be taken as usual. The letter contains details of the payment/account transfer process.

### **88. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

- Review of PPC requirements for the expenditure of S106 / CIL monies

**89. PAYMENTS**

Members received, considered and approved payments to be made.

**RESOLVED:** that the payment of the following Direct Debits and Cheques be approved and signed:

	£
Viking	28.78
Mr A Tilbrook	8.90
Mr R Quested	25.20
Legal & General	271.36
Rialtas Business Solutions Ltd	475.08
National Westminster Bank	11.20

***The meeting closed at 9.25pm***

.....Chairman

.....Date

**APPENDIX 1****PROJECTED PLANNING LIST 2016/17**

The following have been identified as projects that Pulborough Parish Council would like to see progressed by:

**1. HORSHAM DISTRICT COUNCIL**

- Acquisition of new Recreation Ground (potentially through S106 Agreement for DC/15/1084 - Land North of Highfield)  
*This has progressed. In addition there is possibly some land coming to PPC ownership, relating to two areas within the development: an open space and an 'orchard' area. Item to **remain** on list.*

**2. WEST SUSSEX COUNTY COUNCIL**

- To adopt all suggestions as determined by the Village Transport Plan.  
*The Village Transport Plan needs to be checked and follow up action undertaken by the Clerk with WSCC to establish the current position regarding TROs and speed limits.*
- Disabled access to the North Bound platform of the Railway Station (potentially through development west of station).  
*Working to achieve - item to **remain** on list.*

**3. PULBOROUGH PARISH COUNCIL****1 to 3 Years**

- To provide play equipment in the Play Area on the Recreation Ground for the under 4's and adults (trim trail)  
*Play equipment for under 4's not achieved and not now to be progressed - **remove**.*  
*Adult equipment successfully achieved October 2016 (outdoor gym equipment) - **remove**.*
- To progress the provision of football pitches at Top Rec (Cousins Way)  
*Achieved - **remove**.*
- Refurbish and improve facilities at Sports Pavilion  
*Working to achieve - **retain**.*
- Tarmac pad for Basketball practice area (c,£2,000)  
*Working to achieve - **retain**.*
- Community/Neighbourhood Wardens  
*Achieved but 18 months of 2 year pilot remains, then further decision - **retain**.*
- **ADDITION:** Complete Neighbourhood Plan
- **ADDITION:** Pocket Park Improvements

- **ADDITION:** *Improving pedestrianisation throughout the village, particularly A29 and Lower Street*
- **ADDITION:** *To subsidize bus services for the benefit of the parish*

#### **4 Years plus**

- Neighbourhood Plan Review