



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 23RD MARCH 2017
AT THE SPORTS PAVILION**

- PRESENT:** Cllrs: Henly (from Min. 110), Qusted, Reddin and Tilbrook
- IN ATTENDANCE:** Mrs H Knight (Clerk and Responsible Financial Officer)
Mr M Walsh (Chairman, Pulborough Sports & Social Club) (part of meeting)
Mr F Bushby (PCC Groundsman) (part of meeting)

The meeting opened at 7.30pm

106. APPOINTMENT OF CHAIRMAN

It was noted that as both the Committee Chairman and Vice Chairmen were absent, it would be necessary to appoint a chairman for the meeting. Following nomination and voting, it was **RESOLVED** to appoint Cllr G Reddin as Chairman for the meeting.

107. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Clarke and Cllr Kipp, both due to work commitments.

108. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

109. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 22nd February 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them. There was nothing to report under Clerk's Report.

110. ADJOURNMENT FOR PUBLIC SPEAKING

The meeting was **adjourned** at 7.34pm and **reconvened** at 7.50pm to allow a member of the public to address the meeting.

Mr M Walsh, Chairman of Pulborough Sports & Social Club, having given formal notice in advance, was invited to speak. He gave a verbal background report to the further request from the club (being considered under Agenda item 11) for alternative rental arrangements to be put in place. He circulated club minutes of 24th

January 2017 and profit and loss accounts for April 2016-February 2017. Following questions from Members, Mr Walsh was thanked and left the meeting.

111. It was **RESOLVED** to change the order of business and take agenda item 11 at this point in the meeting in order to assist the flow of debate for the Committee.

112. **SPORTS & SOCIAL CLUB: TO CONSIDER FURTHER REQUEST FROM THE CLUB REGARDING RENAL ARRANGEMENTS**

The Committee had previously declined to waive the outstanding invoice but had offered a four week grace period for the club to pay the previous quarter invoice (Min. 102, F&P 22.2.17 refers). Members considered the proposed strategy reported earlier by Mr Walsh during the public adjournment, which included plans for new fundraising events to ensure the club's future financial stability. The club was now requesting that rent for two quarters be waived, ie the quarter ending 31st December 2016 and the quarter ending 31st March 2017 for which invoicing was imminent, and that future rent be charged monthly instead of quarterly. Mr Walsh had set out the reasons for requesting Council assistance and the implications for the club without this support and had confirmed that the Council would be provided with a detailed balance sheet. Following discussion, it was **RESOLVED** to waive rent for one quarter period and that the other quarter due would be invoiced monthly, as requested, from the end of March 2017. The Sports & Social Club management committee would be advised accordingly of the decision.

113. **PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 and Cashbook 2 as at 28th February 2017. Members confirmed their agreement to the Bank Statements and these were duly signed by the meeting Chairman.

Members noted that there were two invoices which were more than 30 days overdue, both relating to club rents, one of which had already been discussed and the other was being regularly followed up.

It was **AGREED** that Cllr Tilbrook would carry out the quarterly inspection up to 31st March 2017 as per the Internal Control Policy. It was noted that the previous quarterly inspection (to end December 2016) had not yet taken place but that Cllr Tilbrook would be undertaking this on Monday 27th March 2017.

114. It was **RESOLVED** to change the order of business to take agenda item 15 at this point in the meeting, as the employee concerned was now present.

115. **STAFFING: TO CONSIDER REQUEST FROM MEMBER OF STAFF FOR CHANGE TO HOURS WORKED**

No members of the public or press were present, however, 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 would be instructed to withdraw for this item (Agenda item 15, SO 1c staffing refers).

The employee concerned had been invited to the meeting to discuss the request for additional hours of work. Following discussion with Members, the employee was thanked for attending and left the meeting.

The Committee deliberated the benefits of awarding additional hours for maintenance tasks to enhance anticipated future Council activity, such as undertaking some reduced County Council services, in addition to the current workload of the post, and whether the change could be implemented on a trial basis.

It was **RESOLVED** to **RECOMMEND** to Council that, in principle, the Groundsman's hours of work be increased from 25 to 37 per week from 1st May 2017 on a three month trial period, subject to the Clerk confirming advice on contractual matters.

116. **EARMARKED FUNDS**

Members noted unused budgets from the Income and Expenditure comparison report circulated at Agenda item 5. The Clerk and Deputy Clerk had previously met with the Chairman of Council and Chairman of Committee to discuss preliminary proposals for the Committee to consider and a summary report was circulated for the proposed transfer to and from the earmarked funds for the year ending 31st March 2017.

It was noted that £10,000 could be transferred from General Reserves for Pavilion Rebuild to the Pavilion Refurbishment Earmarked Reserve. The Neighbourhood Plan had had a small sum spent from General Reserves which would now need to be adjusted by reducing the Neighbourhood Plan Earmarked Reserve accordingly. The Christmas Decorations and the Trees Earmarked Reserves had now been fully used up.

It was noted that no Earmarked Reserve had ever been established for Neighbourhood Wardens, as this had been funded from General Reserves by £32,670 in 2015/16 and by budgeted funds of £17,330 in 2016/17 (Min. 122, Council 21.1.16 refers). It would therefore be prudent to effect an adjustment now, offset against the invoice recently received from HDC for the parish council contribution towards the Neighbourhood Warden Scheme.

It was **RESOLVED** to approve the Earmarked Reserves and General Reserves transfers as discussed and that the Clerk would make the necessary arrangements with the bank.

[NB: Subsequent to the meeting, it was established that the Committee omitted to set up an Earmarked Reserve for Neighbourhood Wardens for 2017/18, which had been the intention. Separate liaison therefore took place with the Chairman of Council regarding this and arrangements were made for a revised total sum of £43,894.01 to be transferred from General Reserves to the Liquidity Earmarked Reserves account by 31st March 2017, as detailed in Appendix A attached to Minutes, to be ratified at the next meeting.]

117. **RISK REGISTER**

Members received the Risk Register and **AGREED** the entries on the Administration, Finance & Policy, Whole Council, Ownership/Council Property and Governance & Management schedules. It was noted that an overall review of the Council's Risk Register content and process is to be undertaken, however the Clerk advised that until this happens, Council and Committees should continue to follow current practices.

118. **SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members received the March 2017 S106 Funds report from the District Council, which showed unspent and potential S106 funds. It was noted that the report format now included information on all types of contribution, including district and county, relevant to the parish area. The report also included details of how to request unallocated S106 funds and appropriate contact details for seeking information on County Council allocations. Members felt these changes greatly improved the usefulness of the HDC reports.

The Clerk reported briefly on recent communications with HDC Planning Obligations officers which had helped to clarify some of the Committee's previous queries. However, the matter was still ongoing and further information was awaited.

It was **RESOLVED** that the Chairman of Council would look at the latest HDC report in conjunction with previous reports, with a view to accepting an offer from the HDC Planning Obligations Officer to discuss outstanding queries further, for report back to the next meeting.

119. CORRESPONDENCE

No correspondence had been received for the Committee.

120. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- S106 / CIL Funds
- Care Homes and business rates - Cllr Tilbrook requested that the Committee discuss the matter, and agreed to frame an appropriate proposal for Committee consideration

121. PAYMENTS

Members received, considered and approved payments to be made. It was **RESOLVED** that the payment of the following Direct Debits or Cheques be approved and signed:

	£
Southern Water	163.85
Southern Water	773.78
Southern Water	172.32
Mr L Ellis	10.00
Viking	107.71
Butler Fuels	478.58
Glasdon UK Ltd	22.54
Daisy Communications	21.73

It was noted that the schedule of payments for authorisation included an invoice from Horsham District Council for £45,663.00 for the Parish Council contribution to the Neighbourhood Warden Scheme, which appeared to be overcharged. This invoice was not therefore authorised for payment and the Clerk would investigate the matter with the District Council to establish the correct amount for payment.

The Clerk reported that several invoices were imminently expected relating to the financial year ending 31st March 2017 which would need prompt payment in order to assist the end of year accounting, but which would not fit the timeframe for approval at the next scheduled council or committee meetings. It was noted that the Council's Financial Regulations allowed for cheques to be appropriately signed outside of meetings in unusual circumstances and it was **RESOLVED** to approve the Clerk and Deputy Clerk arranging for two Councillor signatories to attend the office to sign any such cheques. These payments would be reported to the next appropriate meeting.

The meeting closed at 8.36pm

.....Chairman

.....Date

Appendix A

Earmarking of funds for 2016/17**Transferred From**

Pavilion Rebuild	10,000.00
Neighbourhood Plan	-3,101.00
Christmas Decorations	-1,428.14
15/16 General Reserves*	7,567.00
16/17 General Reserves	35,000.00
Trees	-4,143.85
	<u>43,894.01</u>

Total to be transferred to Liquidity Manager Account (Earmarked Reserve A/C) before 31st March 2017

* 32,670.00 general reserves from 15/16
17,330 16/17 budget
50,000 Total
-42433 Invoice for 16/17
7567 to EMR from 15/16 general reserves