



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 27TH APRIL 2017
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Clarke (Chairman), Henly, Queded, Reddin and Tilbrook

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

The meeting opened at 7.30pm

122. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Kipp, who was attending the HALC meeting as the Council's representative.

123. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

124. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23rd March 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them. This included **RATIFYING** urgent action taken in liaison with the Chairman of Council to transfer £43,894.01 from General Reserves to Earmarked Reserves by 31st March 2017, as noted in those Minutes. There was nothing to report under Clerk's Report.

125. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

126. END OF YEAR ACCOUNTS AND ANNUAL RETURN

Members received Bank Reconciliations for Cashbook 1 to 31st March 2017. The statement for Cashbook 2 had yet to be received, however at the Clerk's request, the bank had sent written confirmation of the balance as at 31st March 2017. Members confirmed their agreement to Bank Statements and these were duly signed by the Committee Chairman.

Noting that receipt of bank statements frequently did not coincide with meeting deadlines, and the difficulty of not having easily accessible local banking facilities, it was **RESOLVED** that the Clerk investigate the legalities and procedures for the Council to set up electronic banking facilities.

Members received and, after discussion, approved a comparison of Income, Expenditure and Budget for the year ending 31st March 2017.

Members received and, after discussion, approved a statement of the earmarked funds as at 31st March 2017.

Considerable discussion took place as to whether a further transfer should be made from Earmarked Reserves to Cashbook of £25,103 in order to balance the overspend showing against Neighbourhood Wardens cost centre. It was **RESOLVED** that the Clerk investigate this and, if appropriate, effect the transaction.

It was noted that there were no invoices over 30 days outstanding, however, the Clerk updated Members regarding payments by the Snooker Club. Members were also apprised of the new arrangements for invoicing the Sports & Social Club, as agreed, and that the club had been invoiced for two months together at their request.

Members noted that Cllr Tilbrook had carried out the inspection as per the Internal Control Policy for quarter ending 31st December 2016. The inspection for quarter/year end 31st March 2017 had yet to take place and would be arranged in the next few days.

It was noted that as part of the Council's audit procedures, the Council is required to confirm on the Annual Return that an adequate system of internal control has been maintained, including measures designed to prevent and detect fraud and corruption, and that its effectiveness has been reviewed. The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

Members reviewed the system of internal control procedures and the previously circulated Internal Control Policy and **RESOLVED to RECOMMEND** the policy to Council for adoption without amendment, and that the systems in place are effective.

Members received Section 1 of the Annual Return - Annual Governance Statement 2016/17. Following consideration, it was **RESOLVED to RECOMMEND** to Council answering 'Yes' to statements 1-8, noting that statement 9 was not applicable to the Council. It was further **RESOLVED to RECOMMEND** to Council approval of the Annual Governance Statement for 2016/17 and that Section 1 be signed by the Chairman of the Full Council meeting approving the Annual Governance Statement, and by the Clerk.

Members received the accounts for the year ended 31st March 2017, including:-

- Annual Return (Alpha version)
- Income & Expenditure Account for Year Ended 31st March 2017 (Alpha)
- Balance Sheet (Alpha)
- Explanation of Variances (as required by External Auditor)
- Bank Reconciliation as at 31st March 2017 (as required by External Auditor)
- Reconciliation between boxes 7 and 8 (Section 1, Annual Return, as required by External Auditor)

It was **RESOLVED to RECOMMEND** the accounts to Council.

Members received Section 2 of the Annual Return - Accounting Statements for 2016/17. Following consideration of the statements detailed in the Annual Return, it was **RESOLVED to RECOMMEND** to Council approval of the Accounting Statements for 2016/17 and that Section 2 be signed by the Chairman of the Full Council meeting approving the Accounting Statements, noting that the Accounting Statements would be signed by the Responsible Financial Officer prior to presentation to that meeting.

- 127. TO APPOINT INTERNAL AUDITOR FOR 2017/18 FINANCIAL YEAR**
The Council is required to appoint an internal auditor annually. Following discussion it was **RESOLVED** to appoint Auditing Solutions Ltd for the financial year 2017/18. It was **AGREED** that the Clerk diary for January 2018 to seek quotations for future internal audit services as part of good practice measures.
- 128. TO APPROVE DRAFT ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FINANCE & POLICY COMMITTEE**
Members received the circulated draft Annual Report and discussed some amendments and corrections to the content, which were **AGREED**. It was **RESOLVED** to approve the Annual Report, with amendments, for printing and distribution (cost to be ratified) in time for the Annual Parish Meeting on 11th May 2017.
- 129. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL): TO REVIEW THE COUNCIL'S REQUIREMENTS FOR THE EXPENDITURE OF S106/CIL MONIES**
Members had received two papers prepared by the Chairman of Council showing reconciled S106 funds and potential S106 funds. The Chairman of Council gave a verbal report following a meeting he had had with HDC grants officers. The meeting had been extremely useful and the Chairman reported that he was satisfied with explanations provided on queries raised by the Parish Council and that the new HDC reports, which would be provided every two months henceforth, gave an accurate picture. It was noted that there are potential S106 funds that could be used towards the Sports Pavilion project.
- 130. TO REVIEW RENTS PAID BY CLUB AND ALLOTMENT TENANTS, INCLUDING NOTING ANNUAL RPI FROM APRIL 2017 AND CONSIDERATION OF ANY CHANGES TO RENTS PAID TO THE COUNCIL FOR YEAR ENDING 31ST MARCH 2018**
The Clerk advised that the RPI released on April 2017 was 3.1%. Following discussion and review, it was **RESOLVED** that as per the terms of all licences and leases for the Allotments, Stoolball, Football, Pythons, Snooker and Sports & Social Clubs, all rents would be increased by 3.1% for the year ending 31st March 2018. It was **AGREED** however that the Allotment rents would be rounded up/down appropriately for convenience. It was noted that the portion of the insurance paid by the Sports & Social Club will be in line with the renewal premium once received, as this is not due until autumn, and will therefore need to be adjusted for invoicing purposes.
- 131. LEASES AND LICENCES INCLUDING: APPROVAL OF ANY ACTION NECESSARY FOR CONCLUSION OF CLUB LEASE AND LICENCE DOCUMENTATION, AND CONSIDERATION OF ADDITIONAL LICENCE FOR PULBOROUGH PATRIOTS FOOTBALL CLUB (REFERRED FROM R&OS COMMITTEE 13.4.17)**
Members noted the previously circulated confidential correspondence with the Council's solicitor. The R&OS Committee had discussed and referred consideration of a potential licence for Pulborough Patriots Football Club and had also discussed the Chairman of Council liaising with the solicitor regarding this and the current status of all club leases and licences, in liaison with the Clerk (R&OS Min. 109, 3.4.17 refers). As the Chairman and Clerk had not yet discussed this, and as further information regarding the Patriots' request to play on the main recreation ground was anticipated, it was **AGREED** to defer this item to the June committee agenda.

132. SPORTS PAVILION BUILDING MAINTENANCE: TO APPROVE POTENTIAL ADDITIONAL COSTS ARISING FROM PLANNED ROOF REPAIR

It was noted that this item had been included in the agenda in case a decision had not been able to be taken at full Council owing to insufficient information. As the matter had been dealt with then, however, the item was no longer necessary.

133. RISK REGISTER - TO NOTE ANY UPDATE ON REVIEW PROCESS (REFERRED FROM F&P 22.2.17, MIN. 96)

Cllr Tilbrook had undertaken some initial work on this, as previously agreed, and advised that there were currently 79 risks identified on the Risk Register, which seemed overly cumbersome and included some duplication. This could be reduced to a more sensible and workable level of documentation of around 20-25 items, with a panel comprising Clerk, Committee Chairmen and Council Chairman then reviewing the Risk Register in future, meeting perhaps six monthly. The Clerk concurred that a simpler system may be more sensible and advised that she would be attending Health and Safety/Risk Assessment training on 15th June which should assist in this review process. It was therefore **RESOLVED** that pending the Clerk's training seminar, a date would be arranged for the Council Chairman, Committee Chairmen and Clerk to meet to discuss the way forward.

134. TO CONSIDER BUDGETING IMPLICATIONS FOR REPLACEMENT OF ITEMS OF PLAYGROUND AND OUTSIDE GYM EQUIPMENT (REFERRED FROM R&OS 09.03.17, MIN. 98)

The R&OS Committee had received the February 2017 six monthly Playground Inspection Report, which identified the lifespan of each item of equipment. The F&P Committee Chairman had asked for this to be included on this agenda as thought should be given to budget planning for possibly replacing equipment. Some items had exceeded the stated lifespan, whilst others would do so from 2018 onwards. It was **RESOLVED** to add this item to the September committee agenda and in the meantime, the Clerk would clarify with ARD Playground Inspections the criteria their report detailed regarding lifespan.

135. TO NOTE ALLOCATION OF 2017-18 PARISH ENVIRONMENTAL CLEANSING GRANT FROM HORSHAM DISTRICT COUNCIL OF £5,672.81

The Committee noted the District Council's annual Environmental Cleansing Grant allocation for 2017-18 of £5,672.81, and receipt of the first six monthly payment of £2,836.40, the second payment being due in September 2017. It was noted that this grant assisted in the funding of the Parish Council's litter warden posts.

136. CORRESPONDENCE

There was no correspondence for the Committee, other than the previously discussed notice of Environmental Cleansing Grant.

137. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- S106 / CIL Funds (Standing item)

138. PAYMENTS

Following consideration, it was **RESOLVED** that the payment of the following cheques or direct debits be approved and signed:

	£
Kent County Council	55.34
Professional Weed Solutions Ltd	1290.00
SSALC Ltd	78.00
Horsham Matters Ltd	482.36
Newplace Nurseries	240.00
Horsham Asscn of Local Councils	15.00
Kent County Council	78.54
Natwest Bank	12.25
Daisy Communications	24.36
Horsham District Council	524.00

The meeting closed at 9.10pm

.....Chairman

.....Date