



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 29TH JUNE 2017
AT THE SPORTS PAVILION**

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

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

The meeting opened at 7.34pm

1. APOLOGIES FOR ABSENCE

All Committee members were in attendance.

2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

3. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 27th April 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min. 90, 22.2.17 Potential Rates Rebate: Goodman Nash has successfully obtained a refund from HDC, and a remittance advice confirming that £9,271.55 was transferred by BACS to the parish council account on 22.6.17 has been received. A sum of £8,226 was originally given as the potential so there has been a gain. The invoice for the 20% commission + VAT is awaited. No other parish owned land was found to be relevant to the rebate.

Min. 120, 23.3.17 Matters for next agenda: Item requested by AT, Care Homes and Business Rates: Cllr Tilbrook was to frame an appropriate proposal for consideration - by agreement with the Member, this has not been included on this agenda and is expected to be an item for the July meeting.

Min. 133, 27.4.17 Risk Register Review: (also Min. 96 and 56 refer): It was previously resolved that a panel of Clerk, Council Chairman and Committee Chairmen would meet to discuss/produce a more practical document after the Clerk's attendance at Risk Assessment training. The Clerk attended training on 15.6.17 and a meeting is to be arranged shortly.

4. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

5. COMMITTEE TERMS OF REFERENCE: TO REVIEW AND MAKE ANY RECOMMENDATIONS TO COUNCIL

The previously circulated Terms of Reference with Clerk's suggested amendments were considered, together with Members' suggestions. Following discussion, it was **RESOLVED** to **RECOMMEND** the Committee Terms of Reference to Council with the following amendments:-

- a) Under Constitution: Remove RFO from membership (Clerk/RFO cannot be a committee / voting member but can be expected to attend meetings as part of their job description).
- b) Change Powers and Duties to Terms of Reference.
- c) Point 4, last line: Correction of the word 'of' to read 'or'.
- d) Point 6 to be extended to read: To be responsible for the provision of the Council's offices, office equipment and furniture. To be responsible for maintaining the Council's Asset Register.
- e) Point 8 to be extended to read: To keep under review Standing Orders in the Council and constitutions / terms of reference for each Standing Committee, considering proposals from other Committees, and to recommend to Council thereon.
- f) Add point 13: To advise Council on new or revised Council policies.
- g) Add point 14: To administer the Council's Grant Scheme in accordance with policy, consider grants within approved budget and make recommendations to Council.
- h) Add point 15: To be responsible for corporate landlord management.
- i) Add point 16: To be responsible for leasing and licensing of the Council's land and buildings.

6. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 to 30th April and 31st May 2017, and for Cashbook 2 to 31st May 2017. Members confirmed their agreement to Bank Statements which were duly signed by the Committee Chairman.

The Clerk reported that there were no invoices of over 30 days outstanding.

Members noted that Cllr Tilbrook had carried out the inspection as per the Internal Control Policy for quarter ending 31st March 2017. It was **RESOLVED** that Cllr Quedsted would carry out the internal control inspection for quarter ending 30th June 2017.

7. S106 FUNDS / CIL MONIES

The unspent and potential S106 fund reports from HDC for June 2017 were noted and considered. Concern was expressed over the number of expired entries and those which had conditions allowing use for any other improvements, projects or schemes within the district of Horsham. Query was raised over apparent duplication of some entries and the figures for Sustainable Transport against DC/11/0952. It was **RESOLVED** that the Clerk contact the District Council to seek clarification of possible duplications and anomaly and also to request that HDC total the figures in future, which would aid with reconciliations.

8. NEIGHBOURHOOD WARDENS PROJECT: CONSIDERATION OF THE WAY FORWARD OF THE TWO YEAR PILOT SCHEME, INCLUDING PRECEPT IMPLICATIONS AND EARLY COMMUNITY ENGAGEMENT TO INFORM 2018/19 BUDGET SETTING

The Committee discussed the need to start looking at whether to continue the Neighbourhood Warden Scheme beyond the two year pilot and debated draft

projected figures for Year 3 Neighbourhood Wardens budget increase (paper circulated).

Residents' views would be needed as there was likely to be a considerable precept increase to fund year 3 onwards, as previously predicted. If using the Community Bulletin for public consultation, the August edition has a 21st July copy deadline. The Clerk had already enquired about flyer insert costs and a reply was awaited. Suggestion was made of also utilising social media and SurveyMonkey for public consultation.

Timely decisions would also need to be taken in terms of budget setting and liaising with the District Council, as the formal agreement expires 31st March 2018 and requires 4 months termination notice.

Members noted receipt of various copied data and reports, including Pulborough Neighbourhood Warden action plan 2016/17, objectives, reports to LAT September 2016 to June 2017, two independent evaluations of Ashington Warden Scheme and two surveys/analysis of the Steyning, Bramber & Upper Beeding Neighbourhood Warden scheme. These may prove helpful in compiling public consultation material.

It was **RESOLVED** that the matter of public consultation would be referred to the 20th July Council meeting, and that in the meantime Cllr Clarke, in liaison with the Clerk and Cllrs Quedsted and Tilbrook, would draft up content for an insert in the Community Bulletin, for consideration by Council.

9. LEASES AND LICENCES: TO APPROVE ANY ACTION NECESSARY FOR CONCLUSION OF CLUB LEASE AND LICENCE DOCUMENTATION, INCLUDING UPDATE REGARDING COMMUNICATIONS WITH COUNCIL'S SOLICITOR, AND CONSIDERATION OF ADDITIONAL LICENCE FOR PULBOROUGH PATRIOTS FOOTBALL CLUB (MIN. 131 F&P 27.4.17 AND MIN. 109 R&OS 13.4.17 REFER)

It had previously been agreed by the R&OS Committee that Cllr Quedsted would go through the papers, with a view to speaking to the Solicitor. Cllr Quedsted reported he is dealing with each licence/lease singly. He had reviewed the Snooker Club licence and there was no reason this could not now be progressed. He would therefore liaise with the Clerk regarding issue of this for signature by the Snooker Club trustees, as it was already signed by Council - **RESOLVED**.

With regard to consideration of a licence for Pulborough Patriots Football Club, as Cllr Quedsted had not spoken with the solicitor, this matter was deferred - **RESOLVED**.

10. STAFFING UPDATE: VERBAL REPORT FROM CLERK ON STAFFING MATTERS, INCLUDING TEMPORARY GROUNDSMAN ARRANGEMENTS

10.1 The Clerk gave a progress report on the three month trial of moving from part time to full time hours for the Groundsman. This was due to end on 31st July 2017 therefore consideration needed to be given now over continuing or reverting to part time. Following consideration and recommendation from the Clerk, it was **RESOLVED** to **RECOMMEND** to July Council that the temporary arrangements be extended for a further three months in order to assess the post and job requirements over late summer/early autumn.

10.2 The Clerk reported that the Deputy Clerk had passed the CiLCA qualification, successful completion of which attracts an additional salary scale point. Members were pleased to note the Deputy Clerk's achievement and asked the Clerk to pass on congratulations. After consideration, it was **RESOLVED** to **APPROVE** the SCP

increase in time for the imminent July payroll run and to **RECOMMEND** for **RATIFICATION** by full Council.

- 10.3 The Clerk advised that staff appraisals had not yet taken place and she intended to arrange these for autumn, as in 2016. The Clerk reminded members that she had not undergone an appraisal and this should also be arranged at the same time.

11. REVIEW OF POLICIES AND ANY RECOMMENDATIONS TO COUNCIL

The Committee reviewed various policies and made recommendations as follows:

- 11.1 Training & Development Policy: Following review, it was **RESOLVED** to **RECOMMEND** for adoption without amendment
- 11.2 Staff Recruitment Policy: Following review, it was **RESOLVED** to **RECOMMEND** for adoption without amendment.
- 11.3 Data Protection Policy: Following review, it was **RESOLVED** to **RECOMMEND** for adoption without amendment, and it was noted that changes in legislation mean that in May 2018 the GDPR (General Data Protection Regulation) will be introduced with potential implications for parish level.
- 11.4 Reporting of Council Meetings: Following review, it was **RESOLVED** to **RECOMMEND** for adoption without amendment.

12. PREVENTING TERRORISM: TO NOTE COMMUNICATION FROM DISTRICT COUNCIL REGARDING VENUE HIRE AND CONSIDER WHETHER PULBOROUGH PARISH COUNCIL WISHES TO ADOPT OR APPLY SUCH A POLICY

Receipt of the documentation was noted. It was not felt that this Council need adopt any policy relating to venue hire since Council premises and land are in general only hired by a small, known section of the community or sports groups.

13. FREEDOM OF INFORMATION / PUBLICATION SCHEME: REVIEW OF CURRENT SCHEME AND ANY RECOMMENDATIONS TO COUNCIL

Following review, it was **RESOLVED** to **RECOMMEND** for adoption without amendment other than updating dates/contact details and availability on website where appropriate.

14. CORRESPONDENCE

There was no correspondence for the Committee.

15. PAYMENTS

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

	£	
Arun Mowers		107.86
Pulborough Social Club		10.00

The meeting closed at 9.10pm

.....Chairman

.....Date