



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 25th JANUARY 2018 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Henly and Qusted

IN ATTENDANCE: Mrs L Underwood (Deputy Clerk)

The meeting opened at 7.34pm

67. APOLOGIES FOR ABSENCE

Apologies for absence had been received and were approved from Cllrs Kipp, Tilbrook & Reddin.

68. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

69. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 16th November 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min.62 Parish Council Finances: Information regarding what the Ill Health Liability Insurance covers has been copied for Members in their packs for this evening's meeting.

70. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

71. PARISH COUNCIL FINANCES

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

Members considered a summary of Income and Expenditure compared to budget to 31st December 2017. It was noted that the budget for the Pavilion cost centre, no 304, is over budget due to the recent water heater repairs. The Deputy Clerk advised that further costs are anticipated to rectify the identified mains water leak, potentially underneath the building, quotes are being obtained and these will be added to the next R&OS agenda on 08.02.18. Members **AGREED** that this work can be carried out upon receipt of the most competitive quotation, with approval from the Clerk and Chairman of the Council, given the urgent nature of this matter, then to be ratified at the next relevant meeting.

The Deputy Clerk reported that there are two invoices of over 30 days outstanding relating to charges for photocopying and the village market stall fee, follow up of these is in hand.

72. S106/CIL

72.1 Members received the most recent summary of earmarked reserve funds and S106 report to assist with the discussion regarding S106 funding for the sports pavilion re-build. After much discussion, Members calculated that there is, potentially, in the region of £605,000 available for the sports pavilion re-build, comprising of funds from the Parish Council's ear marked reserves and general reserves and existing S106 funding and S106 funding from planning application DC/15/1084 – Land North of Highfield (the latter being subject to confirmation from HDC). It was commented that the S106 funding from DC/15/1084 may be able to be borrowed from HDC and paid back when the S106 funding comes through.

District Cllrs are discussing possible sources of funding from HDC, but a formal letter from the Chairman of the Parish Council is required. Cllr. Quested commented that a full presentation pack will be sent to HDC, once the design of the building has been agreed.

Cllr. Clarke will also liaise with Anna Chapman within HDC's Leisure Services, as suggested by the Planning Obligations Officer.

Pulborough Cricket Club are also looking into sources of funding with Cricket England. Cllr. Clarke instructed the Deputy Clerk to get in contact with Pulborough Football Club and Horsham Matters to ask for their help in researching sources of funding streams. Cllr. Quested will be meeting with the Sports & Social Club and Snooker Club and he will ask them the same. All information should be forwarded to the Clerk.

Cllr. Clarke advised that Pulborough Community Partnership have advised about EU funding, Cllr. Clarke will liaise with the Clerk regarding this.

The Clerk was also instructed to contact MacConvilles Surveying for their help regarding lottery funding.

72.2 Whilst looking at the available S106 funding Cllr. Clarke identified an amount in excess of £700,000, which he has suggested could be used to fund a footbridge across the railway. Some of this S106 funding does have a spend by date attached to it, so should be looked at now. WSCC Officers are due to come back to County Cllr. Pat Arculus as she has been made aware of the situation. Cllr Clarke is awaiting her feedback.

73. EXPENDITURE/INCREASED COSTS

73.1 Members **RATIFIED** the PA1 & PA6 (Hand Held Applicator Unit 151) training for the Groundsman at a cost of £400.00 + vat.

73.2 Members noted the increase in rental to £5497.44 per annum for the Parish Office.

74. INTERNAL AUDIT REPORT 2017-2018 (INTERIM)

Members received the interim internal audit report 2017 – 2018 and made comments on the recommendations as follows:

Rec. No	Recommendation	Responses
R1	Members should consider whether the current banking arrangements remain appropriate for its current needs, or whether closure of the Reserve Account would be of greater benefit to the Council in terms of officer cost and time savings.	The Deputy Clerk is in the process of making enquiries regarding new banking practices, to include either free or cheaper banking.
R2	To help ensure that Standing Orders and Financial Regulations are consistent and contain no conflicting detail, consideration should be given to use and adoption of the NALC model documents, are deemed best practice for Councils.	Officers to action.
R3	Consideration should be given to the acquisition of the LCRS software to further strengthen the Council's risk management process.	Officers to obtain quotations.
R4	Consideration should be given to the development of a Playground Management Policy which identifies the legal requirements associated with running a playground; gives a statement balancing the Risks and Benefits of the playground; defines the Playground Inspection Methodology; the inspection routines; the Council's approach to assessing the Level of Risk and establishes the Risk Rating; associated actions and a statement about how this feeds into the Council's overarching Health & Safety Risk assessment.	Officers to obtain a model policy and adapt for presentation to the F&P Committee.
R5	Consideration should be given to ensuring that all personnel conducting playground inspections should be RoSPA Playground Inspector certificated, or similar, and thereafter to attend regular update / CPD courses, which are usually held every two years or so.	Members felt that having a 6 monthly playground inspection provided by an accredited contractor was sufficient.
R6	Members and officers should ensure that weekly inspection forms and annual inspection reports are retained for a minimum period of 21 years, as the Statute of Limitations allows a person sustaining an injury in a playground to make a claim for compensation up to 21 years of age. (Records may be stored electronically).	Officers to check the legal requirements of retention for these records.
R7	Signage on Playgrounds and Recreation Areas should be updated, as soon as it is reasonably possible to do so, with a statement that: "All accidents must be reported to the Clerk at (telephone), (e-mail)". It is also a good idea to place a notice on Council Notice Boards encouraging people to report any damage or other issues with Playgrounds and Recreation Areas.	Officers to display relevant notice in noticeboard if no current signage in place.

Rec. No	Recommendation	Responses
R8	The accounting software should be used to its full potential in assisting the annual budget setting process, together with reporting of performance during the year.	Agreed and will be actioned as and when Officers have sufficient time.
R9	If required, arrangements should be made for officers to receive further training in use of the software in order that it may be used to its full potential.	Will action, if necessary.
R10	The Clerk should, with assistance from the software supplier, ensure that the five Earmarked Reserves (EMRs) are identified separately and appropriately in the accounting software.	Agreed and will be actioned as and when Officers have sufficient time to action this, but an adequate system is currently in place.
R11	Members should consider appointing SALC to perform a formal evaluation of the Clerk/RFO and Deputy Clerk positions which will formally document the roles and responsibilities and NJC Sale Point to provide a benchmark for future HR matters.	Not to be actioned at this time. Additional hours have been offered to Officers to account for additional duties.
R12	Members should consider developing an appropriate investment strategy which both maximises the Council's return on its investments whilst minimising the council's risk of losing funds through a bank failure, also considering alternative investment opportunities.	Not appropriate at this time, given that instant funds are required for the pavilion re-build.

75. CORRESPONDENCE

NATIONAL ASSOCIATION OF LOCAL COUNCILS

Email correspondence regarding the Local Government Finance Settlement (*Copied to Committee*).

SMALLER AUTHORITIES AUDIT APPOINTMENTS LTD

Notification of external auditor appointments for the 2017/18 financial year. (*Copied to Committee*).

76. PAYMENTS

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

Viking	97.88
Derek Paxton	250.00
Kent County Council	227.41
Professional Weed Solutions Ltd	354.00
Burgess & Randall Ltd	13.98
P Day	101.95
Kent County Council	179.16
National Westminster	20.30

The meeting closed at 8.40pm

.....Chairman

.....Date