



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 22ND FEBRUARY 2018 AT THE SPORTS PAVILION

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

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

87. APOLOGIES FOR ABSENCE

Apologies for absence had been received and were approved from Cllr Clarke, due to another commitment. It was noted that Cllr Hancock had resigned from the Council so would not be attending.

In the absence of the Committee Chairman, the Vice Chairman chaired the meeting.

88. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

89. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 25th January 2018 as a true and accurate record of the proceedings, and the Chairman of the meeting duly signed them.

Clerk's Report

Min. 74 Internal Audit Report 2017-2018 (Interim). The Clerk updated the Committee regarding progress on various recommendations in the report:-

- Recommendations R1 (change of banking arrangements) and R2 (separation of SOs and FRs) were being progressed by officers.
- R3, quotations for purchase of LCRS software - awaiting action.
- R4, development of a Playground Management Policy - was awaiting action.
- R5, staff training on Playground Inspections - a suitable training day was being arranged by Lancing PC and the Clerk was registering PPC Groundsman on this.
- R7, signage at playground/recreation areas - being researched.

90. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

91. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 to 31st January 2018 and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members received the most up to date Earmarked Reserves report.

There was one invoice of over 30 days outstanding relating to charges for photocopying, which had been chased on several occasions. It was possible that this had been paid by BACS transfer in the interim of bank statement receipts.

It was noted that Cllr Quedsted had carried out the Internal Control Inspection for quarter 2 ending 30th September 2017.

It was **AGREED** that Cllr Tilbrook would carry out the Internal Control Inspection for quarter 3, ending 31st December 2017 and he confirmed he would do so on the following Tuesday.

92. S106/CIL

92.1 There was nothing further to report on general S106 monies.

92.2 With regard to potential funding for the new Sports Pavilion, Cllr Quedsted reported that he and Cllr C Esdaile had attended an EAFRD workshop to investigate the possibility of funding. However, this didn't appear to be an option for the Council as funding is very specifically aimed at rural projects that attract more visitors and jobs to rural areas.

Cllr Quedsted reported on a meeting he and Cllr Clarke had attended with HDC Head of Community & Culture to moot funding possibilities. The meeting was useful, although it did not seem likely that HDC would be in a position to lend funds. It had been established that PPC would have a shortfall in the region of £1m to find. This was not likely to be feasible for PPC to borrow. The Head of Community & Culture had contacts in Sport England (for grant funding) and had indicated that he may be able to allocate a new officer to provide some assistance/advice to PPC. He had also agreed to put the project before the incoming CEO, if the Parish Council could provide a presentation and business plan for the proposals. Cllr Quedsted hoped to commence work on a suitable presentation for PPC approval shortly. It was generally felt that PPC should now concentrate on securing funding for the project before any further work on the plans / building proposals commenced, other than the smaller, essential survey work already agreed by Council.

93. LEASES AND LICENCES

The Clerk advised that progress on completion of these had stalled, and Members noted advice received from the solicitor regarding the Snooker Club lease, which the Clerk had sought prior to issue of the lease in order to be certain the Council's best interests were being served. The solicitor had raised some queries regarding the lease which in his opinion should be dealt with. However, it was noted that this would be an additional cost for his time. It was **AGREED** that Cllr Quedsted would study the original lease clauses and schedules in liaison with the Clerk. It was also **AGREED** that Cllr Quedsted would look at the next item to be dealt with, which is the Stoolball Club licence.

94. STAFFING MATTERS: TO CONSIDER WORKING ARRANGEMENTS FOR CLERK, INCLUDING POSSIBLE INCREASE FROM 30 TO 37 HRS PER WEEK

Following the decision at full Council to offer the Clerk additional hours in line with the arrangements agreed for the Deputy Clerk (Min. 146 refers), the Clerk reported that she is regularly working additional hours in an attempt to cover tasks. Unfortunately, it was proving very difficult to reclaim the hours as time off in lieu. It was noted that the Neighbourhood Plan is a finite project and whilst the Sports Pavilion project currently entails considerable attention, this will also be finite at some point. Additionally, it was anticipated that the Deputy Clerk's additional hours should in due course enable the Clerk to delegate more tasks.

It was **RESOLVED** that it would be preferable to defer consideration of additional hours for the time being in order to monitor matters, but that the Clerk should submit a claim for payment of excessive hours worked over the next two months.

95. CORRESPONDENCE

Members noted the correspondence as below (list previously circulated).

SDNP

e-letter 1.2.18: CIL - Payment of 'Neighbourhood Portion' - details of arrangements for twice yearly payment of CIL monies to town/parish councils from April 2018, depending on status of Neighbourhood Plan, and upon the developments granted planning permission by the SDNP which have commenced in the preceding six months. The Clerk advised that she had completed the necessary bank transfer agreement form.

CAPITA / WSCC

Correspondence regarding the opportunity to request IAS 19/FRS 102 Report for year ending 31st March 2018. The Clerk advised that due to the imminent deadline, the cost of report provision and the fact that historically PPC had not wished to receive the report, she had notified WSCC that PPC did not require the report.

96. PAYMENTS

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

Kent County Council	210.59
Kent County Council	146.94
Travis Perkins	9.61
Business Stream	164.96
Burgess & Randall Ltd	78.00
Mr A Tilbrook	4.55
Mr D Hurst	7.22
UK Safetystore	40.36

The meeting closed at 8.30pm

.....Chairman

.....Date