



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON WEDNESDAY 21<sup>ST</sup> MARCH 2018 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Kipp, Henly, Reddin (to Min.106), Tilbrook and Quested

**IN ATTENDANCE:** Mrs H Knight (Clerk and RFO)

*The meeting opened at 7.31pm*

**97. APOLOGIES FOR ABSENCE**

None.

**98. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**99. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 22<sup>nd</sup> February 2018 as a true and accurate record of the proceedings, and the Committee Chairman duly signed them.

Clerk's Report

Min. 91: The Clerk reported that the outstanding invoice for photocopying had been paid.

**100. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

**101. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 and Cashbook 2 to 28<sup>th</sup> February 2018 and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members received a summary of Income and Expenditure compared to budget to 19<sup>th</sup> March 2018. Members discussed expenditure/income anticipated before year end 31<sup>st</sup> March 2018 that would need to be accrued, as detailed in a paper tabled at the meeting.

There were no invoices of over 30 days outstanding.

It was noted that Cllr Tilbrook had carried out the Internal Control Inspection for quarter 3 ending 31<sup>st</sup> December 2017. It was **AGREED** that Cllr Clarke would carry out the Internal Control Inspection for quarter 4 to 31<sup>st</sup> March 2018 and would arrange to do so in early April 2018.

**102. EARMARKED RESERVES**

Members noted unused budgets and over spends from the I&E comparison circulated under agenda item 5. Using this information, it was **RESOLVED** to transfer £17,744.00 from the Liquidity Manager Account (Earmarked Reserve A/c) to the current account before 31<sup>st</sup> March 2018 (as per Appendix 1 attached). This took account of the anticipated invoice from HDC for the Neighbourhood Wardens of circa £51,402.00. It was **RESOLVED** that the MSF Resurfacing EMR heading would be changed to MSF Resurfacing/Playgrounds EMR. It was also **RESOLVED** to leave the Pocket Park Association EMR in place and transfer at the end of 2018/19 year end, rather than transferring now as had been recommended by R&OS Committee Min. 63 11.1.18, to cover the costs of the lectern information board, still to be purchased.

**103. S106/CIL**

There was nothing further to report on general S106 monies. The Committee Chairman reported on funding sources being investigated for the Sports Pavilion rebuild project. The sports clubs had been asked for background information of their clubs to assist with grant applications. S106 funds would form a considerable part of the funding. He is working on putting together a financial forecast to assist with funding applications to other bodies. He had also been looking into the possibility of converting some unspent WSCC S106 monies but this may not reach fruition. At present it seemed unlikely that PPC could feasibly sustain PWLB loan repayments for the project. Approaches were also being made to HDC: The Chairman of Council had written to the outgoing CEO seeking District Council support and a useful meeting had been held with the Head of Community & Culture, as previously reported. However, the Council may have to face some difficult choices as regards future funding of various projects. The Committee Chairman suggested that it would be sensible to arrange a meeting fairly soon with the Sports & Social Club to discuss the Council's proposals and future management of the Sports Pavilion.

**104. LEASES AND LICENCES**

There was no further progress to report. The Clerk was asked to email the Council Chairman a reminder of action he was to take in reviewing the next lease.

**105. INTERNET BANKING**

Members considered the report by the Deputy Clerk detailing options for internet banking arrangements for the Council. It was noted that legislation allows Councils to make payments through internet banking, which is already incorporated in PPC Financial Regulations. All payment transactions would still be authorized by either Committee or full Council meetings as at present, and the transactions then processed following the meeting by the Clerk/RFO as service administrator and one or two named councillors, who would authorize through a remote log-in procedure.

It was **RESOLVED** to **RECOMMEND** to Council that internet banking arrangements be set up with Natwest 'Bankline' service at a monthly service fee of £20 plus business bank charges, and that the Clerk/RFO (and Deputy Clerk if legislation allows) be appointed as Service Administrator, with two Councillors appointed to authorize transactions.

**106. POLICY REVIEWS**

Members reviewed the previously circulated policies and resolved as detailed below. It was **RESOLVED** to **RECOMMEND** to Council that all Council policies going forward be consistent in stating that they are reviewed by the Finance & Policy Committee on X date and adopted by Council on X date, and that they do not require signature of the Chairman of Council.

Reporting of Council Meetings

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption without amendment.

Training & Development Policy

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption without amendment.

Equality & Diversity Policy

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption with the following amendments:-

Page 1, paragraph 2, 1<sup>st</sup> line, delete the word 'wholeheartedly'.

Page 1, paragraph 4, 1<sup>st</sup> line, replace '...the above list...' with 'this list'.

Staff Recruitment Policy

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption with the following amendments:-

2<sup>nd</sup> paragraph, last line, delete '...including:' and delete the subsequent list, replace with '...as referred to in the Council's Equality & Diversity Policy'.

Disciplinary Policy

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption without amendment.

Grievance Policy

It was **RESOLVED** to **RECOMMEND** this policy to Council for adoption without amendment.

**107. CORRESPONDENCE**

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

- HDC Non-Domestic Rates Bill 2018/19 confirming zero liability as a result of Small Business Rate Relief of £5,400.

**108. PAYMENTS**

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

Land Registry	£7.00
Travis Perkins Trading Co. Ltd	£66.62

***The meeting closed at 8.45pm***

.....Chairman

.....Date

**Appendix 1****Proposed Earmarking of funds for 2017/18**

Re-name MSF Resurfacing EMR to MSF Resurfacing/Playgrounds

Leave Pocket Park Asscn EMR and move across at end of 2018/19 (instead of 2017/18 as per R&OS Min. 63, 11.01.18)

<b><u>Transferred From Bank Account 96010037 (Current A/c)</u></b>		<b><u>Earmarked To/From</u></b>
Pavilion Rebuild	10,000.00	Pavilion Refurb inc Tractor Shed
Neighbourhood Plan	-1,342.00	Neighbourhood Plan
Neighbourhood Wardens Overspend (not known as at 20.3.18) HDC projected costs for 2017/18 = £51,402.00, budgeted £25,000 so over spend would be	-26,402.00	Neighbourhood Wardens
	<hr/>	
	<b>-17,744.00</b>	
<b>Total to be transferred <u>from</u> Liquidity Manager Account (Earmarked Reserve A/c) before 31st March 2018</b>		<b>17,744.00</b>