



# 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 26th APRIL 2018 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Kipp, Henly, Tilbrook and Quedsted

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk)

*The meeting opened at 7.30pm*

**109. APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr. Reddin.

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

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

**111. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 21st March 2018 as a true and accurate record of the proceedings, and the Committee Chairman duly signed them.

Clerk's Report

There was no Clerk's report.

**112. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

**113. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 and Cashbook 2 to 31st March 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 31st March 2018.

Members received a statement of Earmarked Funds as at 31<sup>st</sup> March 2018. Members requested that the Deputy Clerk look into adding the Earmarked Funds to the Rialtas accounting system, instead of using a separate document.

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 2017/18. 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 2017/18 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 31<sup>st</sup> March 2018, including:-

- Annual Return (Alpha version)
- Income & Expenditure Account for Year Ended 31<sup>st</sup> March 2018 (Alpha)
- Balance Sheet (Alpha)
- Explanation of Variances (as required b External Auditor)
- Bank Reconciliation as at 31<sup>st</sup> March 2018 (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 2017/18. Following consideration of the statements detailed in the Annual Return, it was **RESOLVED to RECOMMEND** to Council approval of the Accounting Statements for 2017/18 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.

There were no invoices of over 30 days outstanding.

It was noted that Cllr Clarke had carried out the Internal Control Inspection for quarter 4 ending 31<sup>st</sup> March 2018. It was **AGREED** that Cllr Tilbrook would carry out the Internal Control Inspection for quarter 1 to 30th June 2018 and would arrange to do so in due course.

#### 114. **TO APPOINT INTERNAL AUDITOR FOR 2018/9 FINANCIAL YEAR**

The Deputy Clerk advised that one quotation had been received from Auditing Solutions Ltd at a cost of £430.00 +vat per day, which for 2 visits per year is a total cost of £860.00 + vat for 2018/19. Following discussion it was **RESOLVED** to appoint Auditing Solutions Ltd for the financial year 2018/19.

**115. TO RATIFY ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FINANCE & POLICY COMMITTEE**

Members received the circulated draft Annual Report. It was **RESOLVED** to approve the Annual Report (with minor alterations) for printing and distribution (cost to be ratified) in time for the Annual Parish Meeting on 17th May 2018.

**116. S106/CIL**

There was nothing further to report on general S106/CIL monies.

Cllr. Clarke would like to arrange a meeting with the Sports & Social Club (S&SC), the Sports Pavilion Rebuild Steering Group and Cllrs Court and Henly, as Parish Council representatives of the S&SC, to discuss the S&SC potential revenue and running costs when the new building is in place. The Deputy Clerk will arrange accordingly.

**117. TO REVIEW RENTS PAID BY CLUB AND ALLOTMENT TENANTS**

Since no public were present, no resolution to exclude public was taken.

The Deputy Clerk advised that the RPI released in April 2018 was 3.3%. 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 3.3% and as per the terms of the licence for the Cricket Club the rent would be increased by the RPI + 2% for the year ending 31st March 2019. It was **AGREED** however that the Allotment rents would be rounded up/down appropriately for convenience.

Members reviewed the arrangement for the S&SC whereby their annual rental was invoiced monthly and after some discussion it was **AGREED** to continue with this arrangement.

Members also discussed the outstanding leases and licences and noted that new leases and licences will need to be drawn up when the new building is in place. It was also noted that the advice from Wellers Hedleys in February 2017 stated that "although the leases and licences expired on 31st March 2016, these are deemed to be 'held over' and previous terms prevail for landlord / tenant or licensor / licensee, provided that neither party has given notice as to termination". Therefore, Members **AGREED** that the outstanding leases and licences would be put on hold until new ones are drawn up.

**118. STAFFING**

Since no public were present, no resolution to exclude public was taken.

Members received the new salary scales from NALC.

**RESOLVED: All employees to receive an increase from 1st April 2018 of 2% per annum, in line with the new salary scales from NALC.**

The Deputy Clerk advised that an enquiry with HDC is being reviewed regarding the flexibility of the Neighbourhood Warden Scheme in terms of employment regulations. The Committee would like to be updated and discuss this matter at the next F&P meeting.

**119. CORRESPONDENCE**

**WSCC**

Information regarding the ill health monitoring process. Copied to Committee.

**UKOG**

Notification of a community benefit payment made to Pulborough Parish Council from UKOG of £4000.00.

**120. PAYMENTS**

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

Mrs H Knight	38.18
Mr R Qusted	29.81
P Day	45.00
Cotswold Grass Seeds Ltd	50.70

***The meeting closed at 8.23pm***

.....Chairman

.....Date

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