



# 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 28th JUNE 2018 AT THE SPORTS PAVILION**

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

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk) & Mr M Woolgar (left after min no. 4).

***The meeting opened at 7.31pm***

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

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

**3. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 26th April 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.

**4. ADJOURNMENT FOR PUBLIC SPEAKING**

The Chairman welcomed Mr M Woolgar and invited him to speak regarding item 5, Cricket Club. During the adjournment, Members discussed and asked Mr Woolgar questions regarding the Cricket Club's historical rental payments and the Club's membership and financial situation.

**Meeting adjourned: 7.33pm**

**Meeting reconvened: 8.00pm**

The Chairman thanked Mr Woolgar for taking the time to address the Committee. Mr Woolgar left the meeting.

## 5. **CRICKET CLUB**

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

Members received correspondence from the Cricket Club regarding their rental payments. After much discussion and considering what Mr Woolgar had stated in the public speaking item, Members **AGREED** the following:

- Modification to the existing licence terms by increasing the rental by the RPI only and waiving the extra 2% as from the current invoicing period. The invoice for 2018/19 will be adjusted accordingly. This will be reviewed annually.
- The Cricket Club may pay their yearly rental in two instalments for the current payment due and for future payments.

**Resolved: The Deputy Clerk to advise the Cricket Club of the above.**

Members also suggested the following:

- The Cricket Club should make more use of social media to promote the Club.
- It would be beneficial for the club to fundraise out of season.
- The Club should apply for a grant from the Parish Council for any specific items before the deadline of 30<sup>th</sup> September 2018.

## 6. **PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 to 30<sup>th</sup> April & 31st May 2018 and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman. It was noted that two payments had not been presented, from January & February 2018, from the same company. The Deputy Clerk has contacted them, but has received no reply. If the cheques have not been presented by the end of June, the amounts will be credited back in the accounts system.

Members received a statement of Earmarked Reserves (EMR) as at 31<sup>st</sup> May 2018. The Deputy Clerk confirmed that the EMR have now been added to the Rialtas accounts system and payments from the EMR accounts can be made throughout the financial year and not just at the end. However, suppliers cannot be paid directly from the EMR account, so a cashbook transfer will have to be actioned when funding from the EMR.

Part payment of the Cricket Club invoice was over 30 days outstanding, but the final balance will be paid shortly.

## 7. **S106/CIL**

Members received the May 2018 S106 unspent & potential S106 funds report. After reviewing the report, Cllr. Quedstedt advised that he will carry out a reconciliation between the current report and the last one in November 2017. Members asked the Deputy Clerk to contact HDC to ascertain when the spending deadline starts from, is it from the payment of the S106 funds from the developer or the approval of the planning application, Members assume the former. The Deputy Clerk will report back at the next meeting.

## 8. **PARISH COUNCIL CIL SURVEY**

Members received a CIL survey from NALC and completed the questions in accordance with knowledge of the CIL regime adopted by HDC.

**9. STRATEGIC DOCUMENTS**

Members received and reviewed the following strategic documents and **RESOLVED** to **RECOMMEND** to Full Council the following documents:

- Updated Complaints Procedure and Code of Practice for the Handling of Complaints.
- Privacy Notice.
- Document Retention Policy.
- Grant Aid Funding Policy, along with an updated Grant Application form.
- Data Subject Access and the Data Protection Act statement for the website.

**10. INTERNAL AUDIT REPORT 2017-18 (FINAL)**

Members received the Internal Audit Final Report and noted that all recommendations had either been carried out or were in the process of being carried out and no further action was required.

**11. STAFFING**

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

Members received and noted a confidential report from the Clerk regarding employment regulations for the Neighbourhood Warden Scheme. Members would like further clarification on the final paragraph as this is not quite clear. The Deputy Clerk will update at the next meeting.

**12. CORRESPONDENCE**

**WEST SUSSEX PENSION FUND**

Notification regarding Ill Health Insurance. Copied to Committee.

**13. PAYMENTS**

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

Brady Corp Ltd	55.09
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***The meeting closed at 8.57pm***

.....Chairman

.....Date