



# 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 25<sup>TH</sup> OCTOBER 2018 AT THE SPORTS PAVILION**

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

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

*The meeting opened at 7.30pm*

**40. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kipp.

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

There were no declarations of interest or changes to register of interests made at this point in the meeting.

**42. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 27<sup>th</sup> September 2018 as a true and accurate record of the proceedings, and the Committee Chairman duly signed them.

Clerk's Report

Min. 29, Clerk's Report, Risk Management Software (Min. 22):

The delayed LCRS software package had just been received and would be implemented as soon as possible.

Min. 39, Staffing matters:

A competent person had come forward to take over the pavilion caretaker duties on a temporary basis. The arrangement was proving successful and the Clerk would monitor matters going forward.

**43. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**44. PARISH COUNCIL FINANCES**

Members received a Bank Reconciliation for Cashbook 1 as at 30th September 2018. Agreement to Bank Statements was confirmed, which were duly signed by the Committee Chairman.

Members received and discussed a detailed summary of Income and Expenditure compared to Budget to 30<sup>th</sup> September 2017 and the most recent statement of Earmarked Reserves (EMR) to assist with budget discussions.

It was noted that Cllr Quested had carried out the inspection for quarter 2 ending 30<sup>th</sup> September 2018, as per the Internal Control Policy.

The Clerk reported that some MSF court income was now outstanding from two regular sports club bookings but this was being followed up.

#### **45. BUDGET FOR 2019/20**

Members had received a draft budget paper prepared by the Clerk as a starting point. Discussion took place regarding the potential budget for the 2019/20 civic year. The following points were made or noted:-

- 107 /1077 Other income: The £3,570 was the balance of the £4,000 Community Benefit Fund, £500 of which had been spent on the two Silent Soldier silhouettes. The account also included other small grants or donations received. Query was raised as to payment of the water leak refund. This had not shown in the accounts system yet as it had only recently been received.
- 101/ 4017 Legal Fees: Kept at £1000 but may need adjusting depending on decisions on expired leases and new leases for new sports pavilion build project. Members noted that any additional costs would be met from General Reserves if necessary.
- 101 /4037 IT Support: This was a large increase as the Council needed to undertake significant system upgrades and measures to improve IT security.
- 106 Staff Costs: All salaries had a 2% increase in line with NALC recommendations, plus 1 SCP increase if the Clerk became CiLCA qualified.
- 106 /4002 Staff Costs, Superannuation: Increased to include projected IHLL insurance + 2% increase.
- 106 /4004 MSF Salary: Currently the work was being undertaken by the Clerk and Deputy Clerk but budgeted for as the position may need to be filled in future. Members discussed the income and expenditure associated with the MSF court (see separate resolution below).
- 106 /4007 Neighbourhood Wardens: Included HDC 18/19 projected budget + 4% based on previous, less promised HDC £22k seed funding.
- 107 Discretionary /1021 Street Cleaning: It was assumed this would be received, but unknown.
- 107 /4090 Contingency: Based on previous year.
- 107 /4091 Grants & Donations: Based on previous year.
- 107 /4092 Pavilion Rebuild: Based on previous year, but may need to consider transferring funds from EMR at year end.
- 107 /4097 Neighbourhood Plan: No budget set as sufficient EMR funds (see separate resolution below).
- 201 / Highways /4230 Other: Includes village sign maintenance and bus shelter cleaning plus 3 new shelters recently purchased.
- 303 Grounds Maintenance /4340 Contracted Maintenance: Reduced as bus shelter now budgeted under Highways/Other.
- 303 /4342 Tree Works: Significant increase as triennial tree survey due, based on 2016/17 cost of £625 + works £5,320.
- 305 Other Recreation: Income from social club tenancy had been previously been halved due to anticipated pavilion rebuild. This was now included in full as the project had not progressed.
- 303 / 4393 Tractors and Equipment: Increased, included projected on previous Fairway mower service of £3,000 and new alarm system and service.

This initial draft budget required a precept of £216,898 which, using the previous HDC tax base of 2520.7 (as yet unconfirmed), would result in a Band D equivalent of £86.05 pa, ie £5.36 or 6.7% increase per household from the previous year's figure of £80.69.

The Committee considered the MSF Supervisor salary costs and the income from MSF lettings. It was agreed that this was potentially an under used community resource and increased usage should be encouraged. It was **RESOLVED** to refer an item to the Recreation & Open Spaces Committee to agree on a plan to encourage usage and review the hire schedule.

Members discussed the potential costs of the Neighbourhood Plan during the next year. The Clerk advised that some £9,000 remained in the Neighbourhood Plan EMR which should be sufficient. However, Members felt the budget should allow for additional costs. It was therefore **AGREED** to add a £1,000 budget to the Neighbourhood Plan account.

Concern was expressed as to whether the £40,015 budgeted amount for Neighbourhood Wardens was adequate. However, it was noted that this was based on HDC 2018/19 projection + 4% and the one-off HDC £22,000 seed funding grant. It was also noted that the current Neighbourhood Wardens EMR figure of £16,179.31 was already included within calculations for 2018/19 and will therefore be moved from EMR to General Reserves at the end of the year to cover the difference. There is therefore no usable EMR for the Neighbourhood Wardens account.

Members discussed the Community Youth Worker budget and how the service was provided locally. The Clerk reminded Members that the quarterly CYW reports are noted through the R&OS Committee and that any Councillors can attend the quarterly meeting with Horsham Matters and the Youth Worker. Currently the Clerk or Deputy Clerk and Cllr Henly attend these regularly. The Clerk was asked to seek further information and views on the youth service from the Neighbourhood Wardens for the next Committee meeting. It was also felt it would be informative if schools were able to advise PPC the number of Pulborough resident students on roll currently and in 2011 to give an idea on future youth provision needs.

#### 46. GRANT AID 2018

***Cllr Kipp declared a non-pecuniary interest in Horsham District Age UK and Mary How Trust.***

***Cllr Henly declared a non-pecuniary interest in PDCCA, Pulborough Social Centre and Pulborough Bowls Club.***

***Cllr Quested declared a non-pecuniary interest in Pulborough Bowls Club and Pulborough Social Centre.***

The recommendations from the Grant Aid 2018 Working Party were considered (previously circulated). Members reviewed in detail the applications received. Following discussion, it was **RESOLVED** to approve the Working Party recommendations and propose these to full Council without amendment.

#### 47. SPORTS PAVILION INSURANCE VALUATION

The Clerk reported that insurance industry recommendation on best practice was to re-value Council owned premises every 3-5 years. The sports pavilion building did not appear to have been valued for insurance purposes for some years. The Clerk had sought two quotations, for information, and had received one return quoting

£500 + VAT. Given that the Council intended to demolish and rebuild the Sports Pavilion in the near future, it was not felt necessary to undertake a re-value exercise at the present time, but Members noted the advice, which should be borne in mind for the future.

**48. VEHICLE INSURANCE**

The Clerk reported that the Groundsman used his own vehicle for Council work purposes and asked whether the Council should pay the additional premium for his insurance to cover business use. It was **RESOLVED** to approve that the Council would pay the additional business use premium of £19.87 for the Groundsman's remaining three months' insurance cover of his personal vehicle, and that the Council would pay the new annual premium of approximately £250, the exact figure to be confirmed at his renewal date.

**49. DISCRETIONS POLICY**

The Committee undertook the annual review of the Council's LGPS Scheme Employer Discretions Policy. It was **RESOLVED** to recommend to Council that the current policy be re-adopted without amendment.

**50. CHANGE OF MEETING DATE**

The Clerk had requested that the Committee budget setting meeting scheduled for 8<sup>th</sup> November 2018 be changed to 15<sup>th</sup> November, which would allow more time to prepare for the meeting. As 15<sup>th</sup> November was currently scheduled for the Recreation & Open Spaces Committee meeting, this would also mean rescheduling that meeting. The R&OS Committee Chairman, Cllr Henly, was in agreement with the change. It was therefore **RESOLVED** to move the Finance & Policy Committee budget meeting to 15<sup>th</sup> November and the Recreation & Open Spaces Committee meeting to 8<sup>th</sup> November 2018.

**51. ITEMS FOR NEXT AGENDA**

The next meeting would specifically consider setting the 2019/20 budget for recommendation to full Council, and all other business would be kept to a minimum if possible.

**52. CORRESPONDENCE**

There was no correspondence list at the time of issuing the agenda, however the Clerk reported that HDC had notified a change in personnel dealing with S106 funding which was noted.

**53. PAYMENTS**

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

DMH Solutions Ltd	£70.80
Dr A Tilbrook	£4.55

***The meeting closed at 9.33pm***

.....Chairman

.....Date