|  |  |
| --- | --- |
|  | PULBOROUGH PARISH COUNCIL  *Working together for a better future* |

PULBOROUGH PARISH COUNCIL

Swan View, Lower Street

Pulborough

West Sussex RH20 2BF

Telephone: 01798 873532

Email: [hquenault@pulboroughparishcouncil.gov.uk](mailto:hquenault@pulboroughparishcouncil.gov.uk)

MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 28th March 2024 AT THE SPORTS & SOCIAL CLUB**

**PRESENT:** Cllrs: Cambell (Vice-Chair – Acting Chair), Clarke, Court, Ellis-Brown, Hunt, Lee & Mote

**IN ATTENDANCE**: Mr H Quenault (Clerk)

***The meeting opened at 7.27pm.***

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and reasons were received from:

Cllr Hands (Personal Commitment)

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

Cllr Campbell declared that as an active member of the Cricket Club he would not be voting on item 7.

There were no changes to the declarations of interests.

1. **MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting Thursday 22nd February 2024 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

1. **PUBLIC SPEAKING**

There were no public speakers present, therefore the Chair moved onto the next item on the agenda.

1. **PARISH COUNCIL FINANCES**

The Clerk reminded the committee that this is the penultimate month before year end. It was reminded that the Neighborhood Warden bill has not yet been allocated and the yearend figures would be seen in April.

Several questions surrounding the accounts were answered by the Clerk, including explaining Section 106 monies and how it was received and accounted for.

The Clerk explained that we are predicting a small surplus at the end of the year.

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3, a summary of income & expenditure and the statement of earmarked reserves as at 29th February 2024.

1. **VIREMENT OF FUNDS**

The Clerk gave a verbal recommendation based on the potential surplus amount. This was based on the percentage of unspent in that category. There was a significant discussion surrounding this. There was a degree of concern about the tractor fund not receiving anything, due to the age of the machinery and the potential of it breaking down.

The Clerk also recommended that the EMR for the Neighbourhood Wardens was utilised due the amount invoiced was greater than the budget.

It was **RESOLVED** that £6,000would be ringfenced and vired from the unspent budget for the Youth Initiatives, £4,000 would be ringfenced for the tractor fund and that finally £750 would be ringfenced for the community garden as a ratification of Finance.

1. **PRESS & PUBLIC EXCLUSION**

The Council RESOLVED to exclude the Press and public from the next agenda item due to the confidential nature of our current lease.

1. **CRICKET CLUB – REQUEST BILL**

The Clerk clarified that, following recent consultations with an independent financial advisor and our current auditor, it has been determined that there is some responsibility to reimburse the cricket club for the invoice related to the planning permission, as it was obtained in collaboration with them. However, it was also noted that the invoice should be re-issued for the upcoming financial year, bringing the matter of the cricket nets to a complete close.

This reimbursement would serve as a significant demonstration of our commitment to working closely with the cricket club and supporting them wherever possible.

The members **RESOLVED** that upon receipt of a new invoice outlining the total amount owed (£323.76) for the planning permissions, as currently stated, it would be paid in full.

1. **INVESTMENT POLICY**

Members **RESOLVED** to readopt the policy as attached.

1. **PAYMENTS**

|  |  |
| --- | --- |
| A S Electrical | £576.00 |
| Mulberry & Co | £540.00 |
| WSCC | £10,227.92 |
| Kestral Alarms | £43.20 |
| Pulborough Social Centre | £40.50 |

***The meeting closed at 8.08 pm.***

……………………………………..Chair

………………………………………Date