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

PULBOROUGH PARISH COUNCIL

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MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 25th April 2024 AT THE SPORTS & SOCIAL CLUB**

**PRESENT:** Cllrs: Hands (Chair), Clarke, Hunt & Lee

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

***The meeting opened at 7.33pm.***

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and reasons were received from:

Cllr Mote (Personal Commitment)

Cllr Campbell (Work Commitment)

Cllr Court (Personal Commitment)

Cllr Ellis-Brown (Personal Commitment)

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

There were no declarations of interest made.

There were no changes to the declarations of interests.

1. **MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting Thursday 28th March 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 AT YEAR END**

The Clerk gave a brief overview of the finances at year end, answering any questions posed to him.

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3, a summary of income & expenditure and the statement of earmarked reserves as at 31st March 2024 & **AGREED** to accept all overspends (when compared to budget lines) in the income and expenditure statement.

1. **YEAR END UPDATE**

During the year-end update, the Clerk provided an overview. It was noted that errors were discovered in last year's Annual Governance and Accountability Return (AGAR). Specifically, the salaries for March 2023 were mistakenly included in this year's financial figures without proper accrual, resulting in an additional cost. Additionally, prepaid expenses were not reversed, leaving a £3,758 opening balance that will reflect as a negative against the overall profit/loss. Consequently, this led to an overall balance in the general reserve after costs for 2023/24 of £834, which will be transferred to the general reserves.

The Clerk emphasised the importance of addressing the previous transfer and recommended proceeding accordingly. Consequently, there will be some adjustments outlined in Appendix D to facilitate these resolutions. The Clerk reassured the Council that despite these challenges, the general reserves remain within the recommended range of 3-6 months of the precept, maintaining best practice standards.

The MUGA transfer was discussed. It was felt that this would benefit the youth and that the revenue stream will lead to further income for the youth.

It was **RESOLVED** approve the recommendation as set out in Appendix D.

1. **EXCLUSION OF PRESS & PUBLIC**

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

1. **LEASE REVIEW**

The Members were presented with an overview of the current lease agreements.

The Clerk, based on current RPI, lease agreements and historical data has made recommendations of increase to the members.

The Clerk informed the committee that due to one of the club being reformed the contract/lease was more in “good faith” rather than in law. It was explained that this isn’t best practice.

It was **RESOLVED** that the recommended increases were to be accepted by the Council as stated, however, that all leases receive an increase letter stating the original terms and why they may have been disregarded and to also supply a new terms and conditions contract to all those who use the recreation ground.

1. **DISPOSED ASSETS**

There were some questions over the asset register, these were duly answered by the Clerk.

The members **RESOLVED** to approve all the disposals in year 23/24 (as listed in appendix E).

1. **PAYMENTS**

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***The meeting closed at 8.50 pm.***

……………………………………..Chair

………………………………………Date