



**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 23<sup>rd</sup> OCTOBER 2014  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Clarke (Chairman), Ellis, Quested & Wallace.

**IN ATTENDANCE:** Sarah Norman (Clerk and Responsible Financial Officer).

*The meeting opened at 7.30pm*

**40. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Kipp & Tilbrook.

**41. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**42. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25<sup>th</sup> September 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

Item 34 – Insurance

As instructed the Clerk had contacted Came & Co and queried the No Claims Discount and been advised that it means that as the maximum of 4 years has been reached, no more additional discount may be accrued.

Item 37 – Correspondence

As instructed the Clerk had investigated the “Lengthsman Scheme” and reported that this is a scheme whereby a nominated person takes charge of a particular length of road and maintains the verges adjacent to it by weeding and tending to the grass and hedgerows.

**43. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public that had given notice of wishing to speak.

**44. WEEKEND LITTER WARDEN**

Members discussed the recently created position of Weekend Litter Warden and noted that it had been agreed to review the position at the end of October to ascertain if, with the onset of winter, there continued to be a need for an additional staff member. Members were of the opinion that the extra staff hours provided at the weekend had made a positive difference and whilst there may be a reduction in the amount of litter during the winter months, the member of staff could be asked to

extend his area to include the entire Recreation Ground and Pocket Park if time allowed.

After much discussion, it was AGREED to offer the position on a permanent basis and the Clerk was instructed to include provision for this in the budget for 2015 to 2016.

**RESOLVED: The position of Weekend Litter Warden should be made permanent.**

#### **45. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 and 2 as at 30<sup>th</sup> September 2014, confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

Members also received two different comparisons of Income & Expenditure compared to the Budget with the first being as at 30<sup>th</sup> September 2014. The second comparison included estimated projections through to 31<sup>st</sup> March 2015 with a summary of explanations as to major variances to the budget, which is attached as Appendix 1.

The following points were particularly noted:-

- Whilst the projected actual for the Memorial Garden is shown to be over budget at a level of £26,587 this does not take into account the S106 grants received which have the net effect of reducing the actual expenditure to £2,142 which leaves an under spend of £17,858.
- The under spend of £16,250 for the Neighbourhood Plan is due to the 50% AirS charges being paid in the 2013 to 2014 financial year, from general reserves.
- The Pavilion Repairs cost centre included the cost of repairing the Bowling Club Roof (as agreed previously) and therefore the actual expenditure so far for repairs to the sports pavilion was zero. A debate followed with Members expressing concern that this could cause confusion and whether the expenditure for the roof should be recorded separately. However, after discussed it was AGREED to not change the allocation but to attach the report with notes as an Appendix to the minutes to ensure clarity.

Members received a summary of the earmarked funds, including interest earned, as at 30<sup>th</sup> September 2014.

Finally, Members noted that the only invoices more than 30 days overdue were for the Pythons (£125.53) and the balanced owed by the Snooker Club (£800).

Member then continued to discuss the potential budget for 2015-2016.

It was AGREED that the Clerk should prepare a draft budget for consideration at the November 13<sup>th</sup> Finance & Policy Committee meeting to include the following :-

- i) General increase of 2% applied to cost centres where anticipated expenditure is close to budget.
- ii) Reduction in expected income from MSF
- iii) Increase in staff costs of 2% and inclusion of Weekend Litter Warden costs
- iv) Inclusion of £1,500 for Christmas Lighting
- v) Removal of budget for Memorial Garden
- vi) Reduction in budget for Neighbourhood Plan

- vii) Water budgets to be increased 2.6%
- viii) Council Tax (Business Rates) to be increased by 2%
- ix) Tractors & Equipment budget to be increased by £2000 to fund purchase of new tractor.
- x) Youth worker budget to be increased to £15,000
- xi) All budgets for rent to be increased by 2.5%.

**46. RISK REGISTER**

Members reviewed the register and after discussion, updated entries A8, A11, F1, F2 & F3 of Administration schedule; 1, 7, 14, 15, 17, 18, 19, 22 of Governance & Management schedule; R2, R4.2 of Recreation & Open Spaces Schedule.

Members also discussed at length the risk of slander by a Councillor when speaking on behalf of the Council and AGREED that whilst the risk is low, it exists and the severity could be high with litigation a possibility.

It was therefore AGREED to include an additional point under Administration (A1) "Risk of defamatory statement when representing or acting on behalf of the Parish Council". The Impact would be litigation and loss of reputation with Likelihood Low but Severity, High. Control Action is training for councillors and clear and proper instructions from the relevant Committee. The item should be reviewed annually at the Annual Meeting of the Council and the person responsible for the review is the Chairman of the Council.

**RESOLVED: Updating and addition to the Risk Register is approved and proposed for ratification to Council.**

**47. INTERNAL CONTROL POLICY**

The Clerk reported that it was necessary to prepare a robust Internal Control Policy with internal audit review procedures to ensure that the Council meets the requirements of the Internal Auditor. Members received the draft Policy and AGREED to the recommendation that it be adopted.

**RESOLVED: Adoption of Internal Control Policy**

It was subsequently AGREED that Cllr Quested or Ellis should arrange to meet with the Clerk and carry out the review as at 30<sup>th</sup> September 2014 and that this will be carried out at the end of each quarter going forward.

Members also noted the requirement to complete a review of the internal audit process and it was AGREED the Cllrs Quested and Ellis will meet with the Internal Auditor when he carried out the interim audit in December and report to the Committee/Council in the New Year.

**48. RECORDING, FILMING AND BROADCASTING OF ALL PUBLIC MEETINGS**

Members noted the requirement under the Local Audit and Accountability Act 2014 that all meetings may be recorded. It was proposed, with all in favour, to accept the Reporting of Council Meetings Policy (attached as Appendix 2) and noted that the Policy **must** be displayed at the entrance to all future Council Meetings.

**RESOLVED: To recommend to Full Council the adoption of the Reporting of Council Meetings Policy.**

**49. CORRESPONDENCE**

There was no correspondence.

**50. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

None

**51. PAYMENTS**

Members received, considered and approved with all in favour payments to be made.

**RESOLVED:** that the payment of the following Direct Debits and Cheques be approved and signed:

	£
Navigus Planning Ltd	50.00
Wesleys Window Cleaning	£144.00

***The meeting closed at 8.57pm***

.....Chairman

.....Date