



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 23RD MARCH 2023 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Court, Ellis-Brown, Hands, Hare, Henly and Hunt

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

80. APOLOGIES FOR ABSENCE

Apologies were received, and reason approved, from Cllr Kipp (personal reason).

81. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

82. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 23rd February 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

Min.71, Office computers: The SSD card for the Clerk's computer had been fitted already due to the computer speed deteriorating. The cost of this, only estimated at the last meeting, was £50 (+ VAT). The new computer equipment for the Deputy Clerk was on order. The total payment of £808.00 + VAT had been made from the 2022-23 contingency budget code, and would appear on the next available Payments for Authorisation List as already transferred.

83. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

84. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbook 1 as at 30th September, 31st October, 30th November and 31st December 2022 and 31st January 2023; and for Cashbook 3 as at 30th September, 31st October, 30th November and 31st December 2022 and 31st January 2023. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members received the summary of Income & Expenditure compared to budget for the preceding quarter to 31st December 2022, and to 31st January 2023.

Members also received and noted the summary of Earmarked Reserves to 31st December 2022.

It was **AGREED** that Cllr Henly would undertake the outstanding internal control inspection for Q2, with Cllr Court available if needed for the Q3 internal control inspection.

There were no overdue creditor invoices to report.

85. EARMARKED RESERVES FUNDS

Members reviewed the latest earmarked reserve funds held against the latest I&E summary. It was **RESOLVED** that a sum of £5,000 unspent funds from the Playground budget be moved to EMR 320 MSF Resurfacing/Playground equipment.

86. OUTSOURCING OF ACCOUNTING

Members discussed the quotations and various service provision options received of either monthly or quarterly, or on site or remote servicing. It was **RESOLVED** to appoint DCK Accounting Solutions as per their quotation for a quarterly visit at the cost of £460/day plus mileage + VAT, on a six month trial basis. It was unknown as yet whether more than one day would be required but presumed likely to be two days.

87. OUTSOURCING OF EMPLOYMENT ADVICE

Following brief discussion and input from the Clerk, it was **RESOLVED** to set this item aside for the time being, for future review if necessary.

88. ANNUAL REPORT OF COUNCIL

Members had received the draft reports by the Chairman of Council and Chairman of Recreation & Open Spaces Committee. The reports for the Finance & Policy Committee and the Planning & Services Committee were awaited. It was **RESOLVED** that the complete draft Annual Report would be on the next Council agenda for sign off. It was noted that year end figures to 31st March 2023 were not yet available. These would as usual be noted as unaudited when added to the Annual Report.

89. SPORTS PAVILION DEVELOPMENT PROJECT

As reported to the March Full Council meeting, planning approval had been granted subject to conditions, several of which are regulatory. Members discussed the need for updated costings, before looking at reviewing and developing the previous business plan. It was **RESOLVED** that the Clerk should arrange an online meeting of all committee members with the architect, rather than the Working Group, as soon as possible.

90. RISK ASSESSMENTS

The Clerk reported that as well as the previous ongoing technical issue, a human error with data entry/save had occurred. This meant that the whole register needed to be re-entered on to the software. This had commenced but the Risk Register was regrettably not yet available for Members' review. It was **RESOLVED** that the Clerk would circulate the completed register to Members as soon as possible for comment, for final review at the April full Council meeting.

91. LEASES – PULBOROUGH CRICKET CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

Members discussed email correspondence received from the club committee subsequent to the informal meeting held with their representatives on 17th February. Following discussion, it was **RESOLVED** that the Clerk would advise the club the

reason for the Council wishing to see a business plan to assist in understanding how best to support the club, the offer of working together to draw this up and offer of meeting again to discuss matters.

92. LEASES – PULBOROUGH BOWLS CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

There was no further update or progress to report.

93. CORRESPONDENCE

Members received and noted the correspondence, as below:-

Pulborough Social Centre (Village Hall)

- Letter and email dated 15.03.23 advising that rental charge is to increase by 4% from 1st April 2023, the new quarterly rental being £1,615.50.
- Letter dated 15.03.23 advising that room hire charges are to increase by 4% from 1st April 2023.

94. PAYMENTS

There were no payments to be authorised.

The meeting closed at 8.59pm.

.....Chairman

.....Date