



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 9th JANUARY 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Ellis, Quedsted, Tilbrook & Wallace.

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

The meeting opened at 7.31pm

73. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Kipp.

74. DECLARATIONS OF INTEREST

Cllr Clarke declared a personal but not pecuniary interest in Agenda item 7 – Memorial Garden as he has had business dealings with an employee of one of the contractors.

75. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14th November 2013 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 66 – Staffing

There are 4 candidates who have been selected for interview on Tuesday 14th Jan. An additional FC meeting will be held immediately after the interviews to ratify the recommendation of the recruitment panel.

Item 67 – Parish Office IT Maintenance

The scanning software has now been installed on both machines and the Clerk is chasing SPMK for the next step.

76. ADJOURNMENT FOR PUBLIC SPEAKING

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

77. MEMORIAL GARDEN

Members had received the papers supplied by S Brierley and Peter Ireland for the landscaping of the Memorial Garden. It was noted that Brinsbury College are still keen to be involved but have not produced a formal quotation. Cllr Dale had reported to Committee that Brinsbury are working to a budget of approximately

£16,000. It was also noted that Cllr Dale will be meeting with representatives of Brinsbury shortly to receive final designs etc.

Members discussed the two quotations at length with the following noted :-

- Stuart Brierley has provided a formal quotation where as Peter Ireland's is an estimate which could be subject to change.
- The level of specification differs between the two
- The costs from the two contractors differs significantly

After discussion, the consensus was that a high level of specification was sought and therefore it was AGREED that the Clerk should contact Peter Ireland asking if he could provide a fixed price quotation, rather than an estimate, incorporating the specification of Stuart Brierley's. The Committee also requested that Cllr Dale ask Brinsbury to provide a quotation on a similar basis to ensure that costs are being fairly compared.

Members then went on to discuss the potential S106 application. It was subsequently AGREED that the recommendation be made to Full Council that the Clerk should submit an application for 90% of the cost of Stuart Brierley's quotation and that it be noted that the reason for this being preferable over Peter Ireland's was the level of specification. It was noted that the deadline for the February panel is 16th January 2014.

78. FINANCES

Members received the Bank Reconciliations as at 30th November and 31st December 2013 and confirmed that the latter agreed with the bank statements.

Members received a summary of earmarked funds as at 31st December 2013.

Members received a summary of all outstanding invoices. It was noted that most of the unpaid invoices were the contributions to Christmas Lights. It was AGREED that the invoice to the Corn Store, who were flooded over the Christmas Period would be cancelled.

Members received a summary of Income and Expenditure compared to the Budget, projected through to the year end of 31st March 2014.

79. BUDGET AND RESULTING PRECEPT REQUIREMENT FOR 2014/15

The Clerk has circulated a draft budget incorporating the proposals agreed at the previous meeting on 14th November (minute no 69). Members discussed the proposed budget for the Neighbourhood Plan and concern was expressed about the possible closure of the Locality Funding. Members therefore AGREED that an additional £7,880 be added to this budget in case the HDC grant is the only funding received. This revised Budget results in an income requirement of £179,921 and a copy of the AGREED budget, for recommendation to Full Council is attached as Appendix 1.

The Clerk advised that the proposed figures from HDC for housing number and grants had been ratified by Horsham District Council before Christmas. This provided for 2763 Band D properties, together with a grant of £10,398.

Members then went onto discuss the potential increase in the precept and the per house charge. It was subsequently AGREED that an increase in the per house charge of 2% be recommended to Full Council and it was noted that this will fully

meet the requirements of the proposed budget. This equates to an increase to a Band D property of £1.40 per annum as shown below :-

Charge per Band D Equivalent Household 2013/14 (per annum)	£70.13
Number of Band D Equivalent Properties 2013/14	2263.30
Total Precept	£158,716.00
Grant from HDC	£13,331.00
Total Income for 2013/14	£172,047.00

Proposed Charge per Band D Equivalent Household 2014/15(per annum)	£71.53
Number of Band D Equivalent Properties 2014/15	2370.00
Total Precept	£169,522.00
Grant from HDC	£10,398.00
Proposed Total Income for 2014/15	£179,921.00

Members suggested that this increase be publicised in the coming months and residents made aware that the increase was necessary to fund the Memorial Garden project and the Neighbourhood Plan.

RESOLVED : that increase of 2% per household charge be recommended to Full Council together with agreed budget.

Finally, it was noted that WSCC are proposing a zero increase for 2014/15 whilst the Police are expected to increase their share by 3.5%. There was no knowledge of the anticipated increase by HDC and the Clerk was instructed to ascertain this information.

80. INTERNAL AUDIT REPORT

Members received the interim report and commended the Clerk on her efforts.

**81. CORRESPONDENCE
NALC**

Financial Briefing – EU VAT Rules for Public Sector (copied to Committee)

Horsham District Council

Copy correspondence from Tom Crowley regarding S106 contributions for Open Spaces. (copied to Committee)

Letter from Goodman Nash, Rates Auditors

Potential overpayment on rates since 2010. *The Clerk was instructed not to pursue this any further.*

WSCC

Request for confirmation as to whether an IAS 19 report is required. *After discussion it was AGREED, as in previous years, that no report was required.*

82. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

It was noted that the F&P meeting on 13th February would be cancelled and Full Council take place that evening. Cllr Tilbrook advised that the short Planning & Services Committee meeting that usually takes place before Full Council will probably not be required as they will have met the previous week. Therefore, should anything occur that needs to be discussed by Finance & Policy, a short meeting may be held instead.

83. 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:

	£
Mrs S Norman	66.10
EDF Energy	165.13
Office First	106.14
Mr L Ellis	10.00
New Call Telecom	5.62
Viking Direct	35.26
AiRS	11250.00
Ricoh	379.61
Eyelevel Publishing	322.75
ABA Construction (ARD)	327.60
Fire Risk UK	179.46
Pulborough Social Centre	97.80
Nat West	14.52
HDC	485.00

The meeting closed at 8.41pm

.....Chairman

.....Date

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