



PULBOROUGH PARISH COUNCIL

Working together for a better future

Swan View, Lower Street
Pulborough

West Sussex RH20 2BF

Telephone: 01798 873532

Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 26th APRIL 2016 AT THE VILLAGE HALL

PRESENT: Cllrs Clarke (Chairman), Kipp, Quedsted, Reddin & Tilbrook.

IN ATTENDANCE: Lisa Underwood (Acting Clerk and Acting Responsible Financial Officer).

The meeting opened at 7.30pm

88. APOLOGIES FOR ABSENCE

There were no apologies for absence.

89. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

90. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24th March 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Nothing to report.

91. ADJOURNMENT FOR PUBLIC SPEAKING

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

92. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbooks 1 & 2 as at 31st March 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and after discussion accepted a comparison of Income, Expenditure and Budget for the year ending 31st March 2016.

Members received and accepted a statement of the earmarked funds as at 31st March 2016.

Members noted the following invoices which were more than 30 days overdue

- i) Snooker Club (£425) balance owed for 2015/16 rent
- ii) Pulborough Patriots (£110) for rental of Cousins Way Recreation Ground.

Members received the accounts for the year ended 31st March 2016 and noted the following which were circulated to all Members :-

- Balance Sheet (Alpha).
- Section 2 of the completed Annual Return.
- Bank Reconciliation as at 31st March 2016.
- Explanation of Variances (as required by the External Auditor).
- Reconciliation between box 7 and 8 in Section 1 of the Annual Return (as required by the External Auditor).

Members noted that there was no explanation for the 11.04% variance for staff costs and instructed the Acting Clerk to add a note about the auto-enrolment pension. *However, subsequent to the meeting, the Acting Clerk noted that explanations are only required where the difference is +/- 15%, so there is no need to add an explanation.*

Members noted that Cllr Quested had carried out the inspection as required by the Internal Control Policy for the quarter ending 31st March 2016 with no issues arising. It was therefore proposed, with all in favour, that the Internal Control Policy for the year ended 31st March 2016 be recommended to Full Council. Cllr. Tilbrook advised that he would carry out the inspection for July 2016.

RESOLVED: The Accounts, Annual Return and Internal Control Policy for the year ended 31st March 2016 be recommended to Full Council for ratification.

Members instructed the Acting Clerk to check which cost centre the new boiler came from and advise the Committee accordingly.

Cllr. Clarke noted that there is public art S106 money to come from the Highfield development and commented that HDC are meant to come up with the public art and the builders to provide it.

Finally, Members would like to express their thanks to Sarah Norman, for preparing the end of year accounts before leaving the Parish Council.

93. ANNUAL REPORT

Members received the draft of the report (attached as Appendix 1) and approved, with minor changes to member's details, and instructed the Acting Clerk to re-check the figures. The Annual report will now be sent for printing.

94. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AND ALLOTMENT HOLDERS

The Acting Clerk reported that that the RPI figure announced on 12th April 2016 for the year ending March 2016 was 1.6%.

It was therefore noted and AGREED that as per the terms of all licences and leases for the Allotments, Stoolball, Football, Pythons, Snooker and Sports & Social Clubs, all rents would be increased by 1.6% (rounded up for the allotment rental) for the year ending 31st March 2017.

It was noted that the terms of the lease for Pulborough Cricket Club state that the rent will increase by 10% each year and this will be implemented.

Finally, it was noted that the portion of the insurance paid by the Sports & Social Club will be in line with the renewal premium received. However, as the renewal premium is not due until 1st October 2016, the current amount for the quarter ending 30th June 2016 will be invoiced and when the renewal is received, the amount will be re-calculated to make any necessary adjustments for the quarter ending 30th September 2016.

95. INTERNAL AUDIT

Members noted the requirement to appoint the Internal Auditor at the start of the financial year and after discussion AGREED, with all in favour, to appoint Auditing Solutions as the Internal Auditor for Pulborough Parish Council for the year ended 31st March 2017.

RESOLVED: Auditing Solutions be appointed as the Internal Auditor for the year ended 31st March 2017

96. CHANGES TO STRUCTURE OF COUNCIL AND COMMITTEES

Cllr. Qusted commented that he would like to look at re-structuring the Committees as he feels there is too much discussion and not enough action. Members discussed this in some detail and made the following comments:

- Maybe 3 strategic meetings per year should be held with the Chairman, Vice-Chairman and the Chairman of each Committee.
- The Full Council meetings should focus on making decisions, rather than lengthy discussions – it was felt this is mainly being achieved at present.
- Maybe look at revising the limit that the Clerk can spend (currently up to £500.00 when required as a matter of urgency or on the grounds of public safety), rather than each expenditure coming before a Committee.
- In accordance with Standing Order 4a, have written motions from Cllrs to put forward before a meeting to include recommendations, thus avoiding a long discussion at the meeting to come up with the recommendations.
- Sometimes actions are not carried out quick enough and Cllrs should get more involved in projects/actions.
- Holding steering group meetings during the day makes it difficult for working Cllrs.
- The Parish Council is too re-active and needs to be more pro-active.

Having listened to all the comments, Cllr. Qusted will give the matter some more thought and come up with some practical ideas and look at how other Parish Councils are run.

97. STAFFING

Cllr. Clarke advised that there have been 6 applicants for the Clerk and RFO vacancy and 3 of those applicants have been shortlisted for interview on 12th May 2016.

It was noted that two of the applicants have to give 3 months notice and it was commented that the contract for the new Clerk and RFO should be amended to a 3 month notice period. The Acting Clerk will advise SSALC of this.

98. CORRESPONDENCE

Came & Co

Council Matters - Spring edition (Copied to Committee)

99. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- Community Land Trust (CLT) – should PPC form one and how much should be spent? (AT) – Cllr. Tilbrook will provide a background briefing paper for all F&P Members, before the next meeting.

100. 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:

	£
Kent County Council	340.48
L Ellis	20.00

The meeting closed at 8.32pm

.....Chairman

.....Date