



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 25th SEPTEMBER 2014
AT THE SPORTS PAVILION**

- PRESENT:** Cllrs Clarke (Chairman), Ellis, Kipp, Queded & Tilbrook.
- IN ATTENDANCE:** Sarah Norman (Clerk and Responsible Financial Officer) and 2 members of the public. .

The meeting opened at 7.30pm

29. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr E Wallace.

30. DECLARATIONS OF INTEREST

There were no declarations of interest.

31. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 31st July 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 24 – Provision of Services by WSCC

The Clerk is yet to organise the meeting as instructed.

32. ADJOURNMENT FOR PUBLIC SPEAKING

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

33. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbook 1 as at 31st July and 31st August 2014, confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

There were no invoices more than 30 days overdue.

34. INSURANCE

Members received copy documentation for the 2014 renewal of the Aviva policies (not buildings) as per the long term agreement with Came & Co.

Members questioned the statement in the covering email regarding the No Claims Discount now applicable and instructed the Clerk to clarify the meaning with Came & Co.

Members were also notified about the theft of the hedge trimmer from the Tractor Shed, an insurance claim for which was made (subject to Excess). The crime was reported to the Police and a crime number given.

35. ANNUAL ACCOUNTS

Members noted the completion of the Annual Accounts for the year ended 31st March 2014 and the comment made by the external Auditor, PFK Littlejohn regarding the recording of the precept. It was acknowledged that the grant provided by HDC as a result of the reduction in precept following the changes to housing benefit, should have been recorded under "Other Income" rather than "Precept" and this will be done in future years.

36. STAFFING FOR NEIGHBOURHOOD PLAN WORK

The Clerk advised that the analysis of the 800 plus returned surveys has now begun but it was clear that this would be a mammoth task in the proposed time frame. It was therefore proposed, with all in favour, that the Assistant Clerk be given 5 additional hours per week until the end of October, to speed up the process.

RESOLVED: The Assistant Clerk be employed for an additional 5 hours per week until 31st October.

37. CORRESPONDENCE

HDC

Offer to pay for trade waste by Direct Debit. (*Agreed to continue with payment by cheque*).

Came & Co

Council Matters publication – Autumn 2014 edition. Copied to Committee. (*the Clerk was asked to investigate the meaning of "Lengthsman Scheme" and report back at the next meeting*).

Auditing Solutions

Notification of increase in fees for internal audit wef 1st August 2014. Copied to Committee.

LASER

Notification of 12 month extension to electricity contract. Copied to Committee.

West Sussex County Council

Finance Newsletter - Issue Four; Pension Fund, Business Rates and Better Roads Programme. Copied to Committee.

West Sussex Pension Fund

Copy presentation from AGM 23rd July 2014.

38. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

The Clerk requested that the March 2015 meeting be changed to Wednesday 25th March rather than Thursday 26th March with all in agreement.

Cllr Tilbrook requested that the transfer from S106 to Community Infrastructure Levy (CIL) be discussed and an update requested from HDC as to how this was being dealt with in Horsham District specifically.

Budget and Precept for 2015/16

39. 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:

	£
Fire Risk UK Ltd	194.63
Ricoh	194.81
Southern Water	588.92
Southern Water	117.26
Southern Water	44.96
SSALC	144.00

The meeting closed at 8pm

.....Chairman

.....Date

UNCONFIRMED