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| PPC_swanlogo |  | 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 27th JULY 2023**

**AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Wallace (Vice Chairman), Clarke, Ellis-Brown, Hunt, Riddle, Mote

**IN ATTENDANCE:** Mrs H Knight (Clerk & RFO), Mrs B Nobbs (Deputy Clerk)

2 members of The Cricket Club

***The meeting opened at 7.30pm***

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and reasons were received and approved from Cllrs Hands (personal), Lee (personal) and Court (personal).

1. **DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

Cllr Ellis-Brown declared that he is now a director or Pulborough Community Partnership.

1. **MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 22nd June 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk’s Report

There was no Clerk’s Report

1. **ADJOURNMENT FOR PUBLIC SPEAKING**

 The Chairman welcomed the Sharon & Tracy from the Cricket Club. The meeting was **adjourned at 7.38pm and reconvened at 7.43pm.**

During the adjournment the representatives from The Cricket Club spoke advising the Cricket Club has secured £30.000 funding to replace their practice nets from a S106 grant but now have a shortfall of £9.000 which they have asked the Parish Council to pay on their behalf.

It was **RESOLVED** to take this recommendation to Full Council.

1. **PARISH COUNCIL FINANCES**

Members received bank reconciliations for Cashbook 1 & Cashbook 3 and compared to bank statements.

It was **NOTED** by the committee that the clerk and chair of the parish were to have a meeting to streamline the financial processes in order to improve efficiency without damaging transparency. It was commented on that additional budget information would be appreciated by the committee in future.

1. **SECTION 106/CIL MONIES**

Members **NOTED** the latest report from Horsham District Council detailing unspent Section 106 and CIL monies.

1. **INTERNAL AUDIT**

Members **NOTED** that there were no findings that required action by the internal audit.

1. **YOUTH CLUB SERVICE PROVISION**

Members **NOTED** the current building has been condemned and on county land, the school is re-building but there is no provision for Youth Services. A meeting was held with Neighbourhood Wardens and Horsham District Council on 18th July 2023 to commence a plan, investigations need to be made regarding costs.

1. **STORAGE CONTAINERS**

 Members **NOTED** the new containers have now been ordered and are being

 delivered week commencing 7th August 2023

1. **RISK REGISTER**

Following a referral from previous meeting the Task & Finish Group are at present being streamlined & will be reported at the next meeting on 28th September 2023 by Cllr Ellis-Brown & new clerk Harry Quenault.

1. **ASSET MANAGEMENT – SPORTS & SOCIAL CLUB**

Members **NOTED** that the survey has now been completed and the surveyor reported that 46 faults for immediate repair and 100 further faults for repair, the planning application is valid for three years.

1. **ASSET MANAGEMENT - RECREATION GROUND**

Members **NOTED** we are still awaiting a decision regarding planning permission for

 the Berms to be added to the recreation field as a protective measure.

1. **SPORTS PAVILION DEVELOPMENT PROJECT**

There was nothing to report.

1. **POLICY REVIEWS – GENERAL DATA PROTECTION (GDPR) & SOCIAL MEDIA**

 Members discussed GDPR Cllr Mote advised the policy needs updating, members

  **RESOLVED** to revisit this in three months’ time – deferred.

1. **PULBOROUGH CRICKET CLUB**

This topic was discussed in the previous adjournment (item 23).

1. **CORRESPONDENCE**

There was no correspondence.

1. **PAYMENTS**

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these (listed below), and the payments list and invoices were duly signed.

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| Auditing Solutions Ltd | £1152.00 |
| DCK Accounting Solutions | £658.38 |
| Lewis Property Surveying Ltd | £1980.00 |
| Pulborough Social centre (PAT Test) | £56.61 |
| Burgess & Randall Ltd | £316.07 |
| WSCC (Salaries) | £12,706.77 |
| CCLA  | £11,018.49 |
| Daisy communications Ltd | £30.00 |
| HDC | £40.20 |
| HDC | £13.45 |

***The meeting closed at 9.06pm.***

……………………………………..Chairman

………………………………………Date