



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 JANUARY 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Clarke (Chairman), Court (*left during min. no 269*), Ellis-Brown, Hare (*arrived during min. no 263*), Henly, Hunt and Kipp.

IN ATTENDANCE: Mrs L Underwood (Deputy Clerk)
3 members of the public (*left after Min 270.*)

The meeting opened at 7.30pm

260. APOLOGIES FOR ABSENCE

There were no apologies for absence.

261. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr. Henly declared a personal interest in min. no 271 as she is a member of the Bowling Club.

There were no changes to register of interests made.

262. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 18th November 2021 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.

263. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed a representative from the Bowling Club to speak regarding agenda item. 12 – Leases – Pulborough Bowling Club.

Meeting Adjourned: 7.34pm

Meeting Reconvened: 7.45pm

The Chairman thanked the speaker for addressing the Committee.

264. PARISH COUNCIL FINANCES

Members had received bank reconciliations for Cashbook 1 as at 30th November and 31st December 2021, for Cashbook 2 as at 30th November 2021 and for Cashbook 3 as at 30th November and 31st December 2021. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members had received the quarterly summary of Income and Expenditure compared to budget to 31st December 2021.

Members had received the quarterly report of Earmarked Reserves to 31st December 2021.

It was **AGREED** that Cllr Hunt would undertake the Q2 inspection to 30th September 2021 and Cllr Ellis-Brown would undertake the Q3 inspection to 31st December 2021. The Clerk will contact both councillors in due course.

The Deputy Clerk reported on three creditor invoices outstanding over 30 days, as follows: Pulborough Football Club annual rent invoice is still under discussion with the club and a separate agenda item. MSF hire by the adult football club were overdue totalling £88.00 and £33.00 respectively. The club had, that day, confirmed that they would pay the invoices shortly.

265. S106/CIL Monies

Members noted the latest HDC quarterly report.

266. SPORTS PAVILION DEVELOPMENT PROJECT

Studio 5 have advised that they have contacted the Planning Officer regarding the PRoW and the status of the planning application and they advised that the application has been recommended for approval with advisories regarding the PRoW, but they have not been informed what these are yet.

They also advised regarding the water neutrality statement that it is still not clear whether this will be required, however, just in case, Studio 5 are trying to locate consultants who could undertake this, for a fee proposal. Cllr. Clarke advised that he will speak with Officers at HDC regarding the water neutrality statement and report back.

267. PROJECTED PLANNING

Members reviewed the projected planning list again, referred from the meeting on 28.10.21, and **RESOLVED** the following changes as the final document for 2021-22:

- Item 1 b HDC – change to – *New development parcels to provide funding via S106 or CIL, for the provision of sports, social and youth facilities.*
- Item 1 c HDC – change - congestion issues, *such as Sopers Hill, Church Hill, Swan Corner, areas of the A29 and transport infrastructure.*
- Item 2 a WSCC - change to *updated Village Transport Plan*
- Item 2 b WSCC – addthrough development west of station - *Willowmead development)*
- Item 2 c WSCC – change to pedestrian *railway crossing*
- Add an item 3g PPC – *Review of playground equipment.*
- Delete 4a

268. INTERNAL AUDIT REPORT 2021 – 22 (INTERIM REVIEW)

Members received the above report and noted there were two recommendations. Members commented as follows:

- R1 Review of Staff Salaries – Members confirmed the pay award for the Clerk was a one off salary bonus and future salary reviews will take part as usual as per the Clerk's contractual terms of employment.

Members **AGREED** that it would be beneficial to set up a sub committee on an ad-hoc basis (with members from F&P) to consider HR matters and salaries putting recommendations to the F&P Committee. This would be appropriate when next reviewing the staff salaries. Members did not put forward any names for a sub committee at this time.

- R2 Review of Investments and Loans – The Deputy Clerk advised that Officers will investigate this further with other Parish Councils and advice from the Auditor. Members noted the risk but acknowledged that spreading the funds across other accounts would make the day to day accounting difficult.

Members also asked if this risk has been identified within the Risk Assessments. The Clerk will check this and if not will add it as an identified risk.

269. RISK ASSESSMENTS

Members received and reviewed the Council's risk assessments and **RESOLVED** to recommend for adoption to Council with the following amendments:

- Change the date of the assessment year to 2022.
- Where the responsibility is blank add the Clerk.
- Where the Data Protection Act 1998 is stated, change to Data Protection Act 2018.
- Where the Data Protection Officer is mentioned, state that this is the Clerk.

Cllr. Court left during this item as she was not feeling well.

270. CODE OF CONDUCT

Members received the newly amended Code of Conduct, as recommended by HDC, and **RESOLVED** to recommend to Full Council that the amended version be adopted.

Due to the confidential nature of the following 3 items (min no's 271, 272 & 273), it was **RESOLVED** that press and public be excluded for these points only (SO 3d refers).

271. LEASES – PULBOROUGH BOWLING CLUB

Members noted the wishes of Pulborough Bowling Club under the public speaking session and after much discussion **RESOLVED** to propose to the Bowling Club drawing up a new 10 year lease with the following provisions:

- A peppercorn rent of £100 per year fixed.
- Water charges to be paid by the Bowling Club – Officers will enquire if the best practice is for the Bowling Club to be named on the account and have invoices sent directly to them from Business Stream.
- Keep the repairing and insuring provisions, updated for modern legislation. Members noted the Bowling Club's intention to carry out major works to the building this year and would like to remind the Bowling Club of point 3.5.2.2 in the current lease, whereby an application to the Parish Council must be made for consent, supported by drawings etc.
- Keep the public access provisions.
- Legal fees for drawing up the new lease to be paid by the Bowling Club.

With regard to the exclusion of the Landlord and Tenant Act 1954 protections, Members requested that the Clerk get the Solicitors advice on this point.

If the Bowling Club agree to the above, then Members **RESOLVED** that the new lease can be drawn up by Surrey Hills Solicitors.

272. COVID-19 IMPACT ON TENANT CLUBS – PULBOROUGH FOOTBALL CLUB (PFC)

Members reconsidered the request by PFC to review the rent invoice for 2021-22 due to the financial impact of 2020-21 pandemic lockdowns. After some discussion, Members **RESOLVED** to give a £300.00 credit against the 2021-22 invoice.

273. STAFFING

The Deputy Clerk gave a verbal, confidential report on recent staffing matters.

274. CORRESPONDENCE

CCLA

Email 06.12.21 with attachment 2021 Sustainable Investment Outcomes Report.

WSALC

Email 16.12.21: Confirmation that the Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP, has made a written statement on the Provisional Local Government Finance Settlement 2022/23 which proposes no extension of council tax referendum principles to local (parish and town) councils.

Grant Aid

- Age UK West Sussex Brighton & Hove – Email 15.11.21 with funding report for how the Council’s 2020-21 grant for the Bags of Support was used.
- Storrington & Arun Valley SWT group – Email 06.12.21 acknowledging with thanks the 2021-22 grant received.
- West Sussex Mind – Emails 07.12.21 and 14.01.22 acknowledging with thanks the 2021-22 grant received and attaching Impact Report 2020.
- 4Sight Vision Support – Email/letter 14.12.21 acknowledging with thanks receipt of the 2021-22 grant.
- Victim Support – Email/letter 09.12.21 acknowledging with thanks receipt of the 2021-22 grant and how this will be used.
- BEAT Responders – Email 07.12.21 acknowledging with thanks receipt of the 2021-22 grant and that it will likely be spent on a new battery for the public access defibrillator at Brinsbury College.

275. PAYMENTS

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

£

Lakers Builders Merchant	£30.53
Business Stream	£58.87
Business Stream	£742.25
Business Stream	£10.22
Surrey Hills Solicitors	£549.00
Burgess & Randall Ltd	£4.02

The meeting closed at 9.32pm.

.....Chairman

.....Date