



# 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 28<sup>TH</sup> APRIL 2022 AT THE VILLAGE HALL

**PRESENT:** Cllrs: Clarke (Chairman), Court, Ellis-Brown, Henly and Kipp (from Min. 305)

**IN ATTENDANCE:** Mrs H Knight (Clerk)

*The meeting opened at 7.30pm*

### **302. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reason approved, from Cllr Hare.

### **303. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made. There were no changes made to the register of interests.

### **304. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 24<sup>th</sup> March 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

There was no Clerk's report.

### **305. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

### **306. PARISH COUNCIL FINANCES**

Members received bank reconciliations for Cashbook 1 as at 31<sup>st</sup> March 2022 and for Cashbook 3 as at 31<sup>st</sup> March 2022. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members received the summary of Income & Expenditure compared to budget up to 31<sup>st</sup> March 2022..

Members received and noted the summary of Earmarked Reserves.

It was **AGREED** to appoint Cllr Henly to undertake the Q4 internal control inspection to 31<sup>st</sup> March 2022, as per the Internal Control Policy. The Clerk would contact her to arrange a mutually convenient date.

The Clerk advised that there was one invoice of £66 outstanding, which was being followed up.

**307. S106/CIL FUNDS**

Receipt of the latest quarterly report was noted. Comment was made regarding the S106 application by Pulborough Cricket Club, with letter of support by the Parish Council, which if granted in full would reduce the available funds for the Council's pavilion project.

**308. SPORTS PAVILION DEVELOPMENT PROJECT**

The Clerk reported that the water bills for several preceding years had been forwarded to the architect/contractor and progress on the water neutrality statement was awaited.

**309. INTERNAL AUDITOR APPOINTMENT 2022-23**

It was **RESOLVED** to re-appoint Auditing Solutions for the financial year 2022-23, undertaking 2 x internal audit visits, at a cost of around £500 + VAT per visit (to be confirmed).

**310. ANNUAL REVIEW OF MSF COURT CHARGES**

This item is usually undertaken by the Recreation & Open Spaces Committee but had been inadvertently missed from the March meeting. Members reviewed the schedule of charges for the MSF (MUGA) court hire. It was **RESOLVED** that no changes would be implemented, and the matter be reviewed either annually as usual by the R&OS Committee or at the time of a new facility being installed, whichever is the sooner.

**311. ANNUAL RENT REVIEWS – OF SPORTS CLUBS**

Owing to the confidential nature of the following item, it was **RESOLVED** to exclude public and press for this item.

The Clerk reported that although a percentage income increase was factored into budget consideration last autumn, actual rents had not been set at that time. The rents conventionally followed the RPI in place each November. Members noted that the November 2021 RPI was 7.1%. In reaching decision, Members considered the economic difficulties clubs and individuals were facing currently. It was therefore **RESOLVED** to apply the September 2021 RPI of 4.8% on this occasion for 2022-23 rents, with the clubs to be advised of the reasoning.

**312. LEASES – PULBOROUGH BOWLING CLUB**

Owing to the confidential nature of the following item, it was **RESOLVED** to exclude public and press for this item.

The Clerk reported that there had been no response as yet from the Bowling Club regarding dates for the informal meeting therefore no progress had been made in drawing up the new lease. It was **AGREED** that the Clerk would follow up again, advising that if no further communication is received the Council's solicitor would be instructed to commence new lease preparation.

**313. CORRESPONDENCE**

None received.

**314. 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.

£

Viking	£112.97
Smith of Derby	£2,451.60
Burgess & Randall Ltd	£7.80
Pulborough Social Cte	£200.73
Lakers Builders Merchant	£101.48
Derek Paxton	£924.00

*The meeting closed at 8.21pm.*

.....Chairman

.....Date

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