



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 13th MARCH 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Ellis, Kipp, Queded, Tilbrook & Wallace.

IN ATTENDANCE: Mr Arthur Varndell & Mr Chris Etherington (Pulborough Bowls Club) and Sarah Norman (Clerk and Responsible Financial Officer).

The meeting opened at 7.30pm

84. APOLOGIES FOR ABSENCE

There were no apologies for absence.

85. DECLARATIONS OF INTEREST

Cllr Queded declared a personal but not pecuniary interest in Agenda item 5 – S106 Funds (Bowling Club application) as he was an affiliated Member of the Club.

86. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9th January 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

The Clerk had nothing to report.

87. ADJOURNMENT FOR PUBLIC SPEAKING

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

88. S106 FUNDS

Bowling Club S106 Application

The Chairman welcomed Messrs Varndell and Etherington to the meeting and invited them to address the Committee regarding a potential application for S106 funding.

Meeting adjourned : 7.35pm

Meeting reconvened : 7.49pm

Members noted that the replacement roof was necessary as the existing roof was now very old and leaking. Furthermore, Members noted that the club's preferred choice for the replacement was the cheaper metal option at a cost of approximately

£7000 and that they anticipated that they would be able to meet approx 15% of this i.e. just over £1000.

Cllr Qusted noted that a S106 application maybe problematic as the grant guidelines state that the funds must be used for improvement or adaptation and a replacement roof may not be considered as appropriate. Furthermore, the Committee is due to make recommendations to Full Council regarding the "earmarking" of the remaining S106 funds and the potential application by the Club would need to be taken into consideration.

Cllr Qusted also referred to the fact that whilst the Club holds a Lease for the land and buildings, the buildings remain the property of the Parish Council which does give some responsibility to the Parish Council for their future condition. It was also noted that the existing clubhouse has been greatly extended and improved with all the work carried out by Members or costs incurred by the Club.

Finally, Cllr Qusted noted that there was an underspend on Pavilion Repairs of £4900 and proposed that this be used towards the cost of a new roof.

A lengthy discussion ensued with Cllr Kipp commenting that the club is an asset to the village and the use of the funds should be seen as in investment in the future.

Cllr Tilbrook seconded Cllr Qusted proposal to utilise the unspent Pavilion Repairs budget with all in favour.

RESOLVED: the unused budget of £4900 from Pavilion Repairs be used to replace the roof on the Bowling Club building.

It was noted that the Parish Council contribution of £4900 together with the £1000 from the club would leave a balance of approx £1000 to be funded from elsewhere. Discussions followed about how this could be done and Mr Varndell AGREED to investigate quotations further with a budget in mind of £6000 after which he would report back to the Parish Office.

Members also noted that the Parish Council could carry out the work, as they are the owners of the building, which would allow the VAT to be reclaimed.

Earmarking of Existing S106 Funds

Members received the summary as prepared by Cllr Qusted (attached as Appendix 1). Cllr Qusted explained that the purpose of this exercise was to notify HDC where the Parish Council wish to see the funds used and if other organisations not already identified approach HDC for a grant, they should be advised that they must seek support from the Parish Council.

It was noted that there was a sum of £55,920 still to be allocated to projects. After discussion, it was AGREED to recommend to Full Council that £30,000 be allocated to the Youth Club and £25,000 for Cousins Way Recreation Ground improvements.

RESOLVED: the recommendation above be made to Full Council for ratification.

89. FINANCES

Members received the Bank Reconciliations as at 31st January and 28th February 2014 and confirmed that the latter agreed with the bank statements.

Members received a summary of Income and Expenditure compared to the Budget, for the year 20 28th February 2014.

Members received a report on earmarking of funds for the year ended 31st March 2014 and it was AGREED that the following be earmarked

Pavilion Refurb	£9,000
Cousins Way Rec	£12,800
Trees	£2,400
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Total	£24,200

It was also AGREED that a sum of £470 be transferred out of the earmarked reserves to cover tree work that had been necessary on Pocket Park.

RESOLVED: Nat West be instructed to transfer the balance of £23,730 from the Reserve Account to the Liquidity Manager 30 Day Account.

Members received an updated summary of earmarked funds as at taking the above into account.

Members received a summary of all outstanding invoices.

Cllr Ellis questioned why the reports were issued at the meeting, as this gave no time for Members to digest the information. The Clerk reported that this was due to the timings of the bank statements. It was therefore proposed with all in favour that at the Annual Meeting of the Council in May, consideration be given to swapping the Finance & Policy Committee with the Recreation & Open Spaces Committee which is always held at the end of the month.

RESOLVED: Recommend to Full Council the moving of the F&P meetings

90. GRANT REQUEST BY PULBOROUGH LUNCH CLUB

Members received an email from Ann Kaiser of the Lunch Club requesting a grant to support this organisation.

Members acknowledged the service that the club offers to the community and after discussion it was AGREED, with all in favour, to provide a grant of £420, this being the unused budget for grants for the 2013/14 financial year.

RESOLVED: Grant of £420 be awarded to the Pulborough Lunch Club.

Cllr Ellis noted that at the annual grant allocation, Pulborough & District Community Care Association (PDCCA) to which the lunch club belongs, often receive a grant as do other organisations that come under the PDCCA umbrella such as the Wednesday Club and the Volunteer Visiting Scheme. It was therefore AGREED that when the 2014 Grant allocation is discussed consideration be given to either giving a single grant to the PDCCA for them to distribute or donating to each individual group that applies.

91. LOCAL GOVERNMENT PENSION SCHEME

Members noted that the contribution rates will increase to 19.3% in 14/15, 20.5% in 15/16 and 21.7% in 16/17.

92. BUS SUBSIDY

Cllr Tilbrook that he had carried out a survey of train users in 2013 which had identified a need for bus services to Pulborough, West Chiltington and Storrington that connect to the two main trains in the morning and the evening. When asked to quantify the interest, Cllr Tilbrook reported that if all those who had responded positively to the survey did in fact use the bus, the take up could be as much as 30 passengers a day.

Subsequently, Cllr Tilbrook had attended a Bus Partnership meeting at HDC at which Compass Buses expressed an interest in trialling a service to meet this need for one year. However, a subsidy of up to £10,000 would be required. Horsham District Cllr David Holmes has agreed to investigate if any subsidy could come from HDC but the worse case scenario at the present time would be for a requirement for a contribution of £3,333 from each of the three parishes involved. This would be a one off cost to get the service going; if after 1 year the usage was not sufficient, it would cease. The Clerk has contacted the Clerk's at Storrington and West Chiltington who have responded positively to the idea but there are concerns about the costs involved.

Cllr Ellis questioned if the Parish Council was able to contribute and whether it set a precedent. The Clerk advised that the General Power of Competence gives the council the power to do anything an individual can do provided it is not prohibited by other legislation. With regard to precedent, no comment could be given.

Cllr Quested questioned why HDC could not review their existing subsidy structure to support this type of initiative but Cllr Tilbrook was of the opinion that the structure has evolved over many years and there did not appear to be any desire to change it.

It was noted that Pulborough should only match fund what West Chiltington and Storrington were willing to offer; Cllr Kipp commented that many Pulborough residents walk home from the station and the question should be asked if Pulborough should even be contributing as much as the other Parishes.

After discussion it was AGREED that the Clerk ask both Storrington and West Chiltington Parishes Councils if Cllr Tilbrook may address their Councils on this issue. Then when a clearer idea of their intentions is known, together with confirmation from HDC regarding any subsidy, the issue is referred back to Full Council for consideration.

93. LASER ENERGY BUYING GROUP

Members noted the requested from LASER requesting a Letter of Authority and AGREED that the Clerk should sign the letter.

94. RISK REGISTER

Members received the register and AGREED to the following sections :-

Administration	A2, A2a, A3, A4, A6, A7, A8, A10 & A11
Finance & Policy	F1,F2, F3 & F4
Whole Council	C1& C2 (It was AGREED that C3 should be deleted as it was a duplicate with A4)
Ownership/Council Property	O1& O4
Governance & Management	1,2,3,4,5,6,6a,7,8,10,11,12,12d,12f,12g, 12m,13a,14,15,17,18,19,22

95. OFFICE RELOCATION

The Clerk requested that the Committee give consideration to provision of a larger office as the current space was proving too small for required purposes. The Clerk and Cllr Quested had investigated the possibility of moving to vacant premises in Lower Street but the cost of £7500 per annum was prohibitive.

The Clerk has therefore requested if the Village Hall could lease the upstairs conference room to the Parish Council. Details of cost are awaited and will be referred to Full Council as soon as possible. It was noted that there will be an increase in costs; the current rent is less than £2000 per annum. The issue of access was discussed and the Clerk reported that a doorbell system would be used

for anyone with mobility issues, and a member of staff could come down to speak with them.

After discussion it was AGREED that the Clerk should continue her enquiry with the Village Hall and report to Full Council in due course.

96. PARISH OFFICE EQUIPMENT

The Clerk reported that she had hoped to have a full report from SPMK to present to Committee but unfortunately this had not arrived in time. The Clerk has spoken to Steve Fairbrother at SPMK who has advised that the laptop is not too much of a problem but the PC will need to be replaced. The formal report is awaited before any firm decisions could be made but the Clerk also suggested that any new equipment installation be timed to coincide with any office move.

97. CORRESPONDENCE

NALC

- a. Financial Briefing – Repeal of s.150 (5) of the Local Government Act 1972 (copied to Committee)
- b. Legal Topic Note – Staff Pensions (copied to Committee)

SSALC

Notification of final Local Government Finance Settlement (copied to Committee).

Hymans Robertson

Confirmation of transfer of contract for LGPS III Health Liability Insurance from Hymans Robertson Financial Services LLP to the parent company, Hymans Robertson LLP.

Auditing Solutions

Winter Newsletter (copied to Committee)

98. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None

99. 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:

	£
Arun Mowers	3076.93
Pulborough Social Centre	123.75
R Quested	11.70
Nat West	13.58

The meeting closed at 9.14pm

.....Chairman

.....Date