



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 2017
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Clarke (Chairman), Kipp, Queded and Tilbrook

IN ATTENDANCE: Mrs H Knight (Clerk and Responsible Financial Officer)

The meeting opened at 7.34pm

16. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Henly.

17. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

18. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 29th June 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min. 26, 28.7.16 Rialtas Accounts Package

Approval was given last year for officers to purchase the additional licence at a cost of £90 set up/installation and then £85 annually. Although this was felt necessary at the time, officers have now found that office working arrangements and procedures are functioning satisfactorily with only one computer set up after all, and this will not therefore be progressed.

Min. 126, 27.4.17 End of Year Accounts and Annual Return:

The Committee agreed that online/electronic banking facilities should be investigated. The Clerk and Deputy Clerk have been looking into this, with positive results, however some further research is needed before we can bring this to Committee for proper consideration.

Min. 3 29.6.17 (Clerk's Report) and Min. 90, 22.2.17 Rates Rebate: Following on from the rebate secured by Goodman Nash, we've received a letter thanking us for the business and asking if we would be prepared to provide a client testimonial for their website. With members approval, the Clerk will provide a brief, appropriate statement confirming the Council's satisfaction for them to use. Members confirmed their agreement to this.

Min. 3, 29.6.17 (Clerk's Report) and Min. 120, 23.3.17

Item requested by Cllr Tilbrook, Care Homes and Business Rates - Cllr Tilbrook was to frame an appropriate proposal for consideration: The Clerk had reported at the last meeting that by agreement with him this was not put on agenda and would be on the July meeting. However, Cllr Tilbrook has since confirmed that the matter is now being looked at through the Neighbourhood Plan process instead.

19. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

20. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 to 30th June 2017, and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members considered a summary of income and expenditure compared to budget for the 1st quarter ending 30th June 2017. A query was raised as to why the audit fees against cost centre 4015 showed a £600 overspend. The Clerk would follow up and report back.

Members considered a summary of earmarked reserve funds as a 30th June 2017.

The Clerk reported that there were no invoices of over 30 days outstanding.

The internal control inspection by Cllr Quedsted had not yet taken place and this was now arranged for the following Wednesday.

21. TO REVIEW THE COUNCIL'S REQUIREMENTS FOR THE EXPENDITURE OF S106 FUNDS / CIL MONIES

Several queries had been raised at the last meeting, which the Clerk had followed up with the District Council's Planning Obligations Officer. A copy of the response had been circulated to Committee members and the following was noted:

- S106 funds must be put towards projects that are needed as a result of the development from which the funding arose, and could be spent on facilities located in another parish but only in specific circumstances eg if necessity could be demonstrated.
- The duplicate entries queried reflect an obligation which is to be paid in instalments. In some cases, effective monitoring of obligations requires each instalment to be given its own clause reference and treated as a separate payment.
- Horsham officers will endeavour to total columns as requested but this will have to be done manually.

During brief discussion of potential uses for unallocated S106 monies held by HDC for recycling projects, the public toilets located at Rivermead were identified. It was **AGREED** that Cllr Quedsted would ask the Pulborough Community Partnership if the group would be interested in running the toilets if S106 could be allocated for refurbishing the facility.

Mention was made of improvements to Church Hill as a potential project for unallocated S106 Highways monies and members were reminded that full Council agreed to invite County Cllr Pat Arculus to the September Council meeting to discuss Highways S106 funds and possible projects.

22. NEIGHBOURHOOD WARDENS PROJECT: TO FURTHER CONSIDER PRECEPT IMPLICATIONS FOR 2018/19 BUDGET SETTING IF THE SCHEME IS EXTENDED, FOLLOWING DISCUSSION BY FULL COUNCIL

Council had decided that residents should be informed through the Chairman's Report in the autumn Pulborough Community Bulletin of the plans for continuing funding of the Neighbourhood Warden Scheme beyond the end of the two year pilot, and the anticipated effect on future precepts. Members considered a draft of the Chairman's Report and it was **AGREED** to submit a final version for publication following some minor amendment to the wording and typographical corrections.

23. LEASES AND LICENCES: TO APPROVE ANY ACTION NECESSARY FOR CONCLUSION OF CLUB LEASE AND LICENCE DOCUMENTATION, INCLUDING UPDATE REGARDING COMMUNICATIONS WITH COUNCIL'S SOLICITOR, AND CONSIDERATION OF ADDITIONAL LICENCE FOR PULBOROUGH PATRIOTS FOOTBALL CLUB (MIN. 9, F&P 29.6.17 REFERS)

It was noted that the Snooker Club lease was in the process of being signed by the Club's Trustees and should then be ready for final completion and issue, following which the remaining leases/licences will be progressed. With regard to possibly drawing up a new lease for the Patriots it was **AGREED** to leave this for the time being for future review.

24. RISK REGISTER REVIEW: TO CONSIDER DRAFT AMENDMENTS TO COUNCIL RISK REGISTER AND ARRANGE TASK & FINISH GROUP MEETING (CLLR TILBROOK TO REPORT)

Cllr Tilbrook requested that the item be deferred to a future meeting - **RESOLVED**.

25. STAFFING UPDATE: VERBAL REPORT FROM CLERK ON STAFFING MATTERS

The Clerk advised that she anticipated commencing study for CiLCA qualification as soon as possible now that the Deputy Clerk had completed it, and would keep Council informed.

26. CORRESPONDENCE

Members noted the correspondence as below, list previously circulated.

- **Department for Communities and Local Government**
The Good Councillor's Guide to Finance and Transparency booklet.

If Councillors would like an individual copy, please contact the Clerk.

27. PAYMENTS

Following consideration, it was **RESOLVED** that the payment of the following cheques or direct debits be approved and signed:

	£	
Mr L Ellis	35.00	
Mrs E Kipp	12.15	
Mrs H Knight	16.74	
Arun Mowers	240.51	

The meeting closed at 8.31pm

.....Chairman

.....Date