



PULBOROUGH PARISH COUNCIL
Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 28th March 2024 at 7.30pm.**

Harry Quenault
Clerk

01798 873532 hquenault@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 20th March 2024

AGENDA

- 1. Apologies for Absence**
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Thursday 22nd February 2024.
- 4. Public Speaking**
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances**
 - To receive and note the reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3 as at the 29th February 2024 - (Appendix A)
 - To receive and note a summary of Income & Expenditure compared to budget as at the 29th February 2024 – (Appendix B)
 - To note quarterly statement of the earmarked reserves as at the 29th February 2024 – (Appendix C)
- 6. Virement of Funds**
To decide upon the virement of amounts unspent in the current budget to EMR for future use. Please revisit Appendix B & C.
- 7. Cricket Club – Request Bill**
To consider a request from the Cricket Club to consider the payment of an invoice for the original planning permission for the Cricket Nets. (note press and public likely to be excluded due to the sensitive nature of the discussion)

8. Investment Policy

To re-adopt our current investment policy or update. (Appendix D)

9. Payments

To approve payments for signing. *(Details to be circulated to members at the meeting)*

Date:14/03/2024

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Time: 16:58

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c**

User: PPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	29/02/2024		100.00
Reserve Account	29/02/2024		203,918.48
			<u>204,018.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			204,018.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			204,018.48
		Balance per Cash Book is :-	204,018.48
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:14/03/2024

Pulborough Parish Council 2023/24

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Time: 17:06

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Capital Bank A/c

User: PPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Capital Deposit Account	29/02/2024		1,358.58
			<u>1,358.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,358.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,358.58
		Balance per Cash Book is :-	1,358.58
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	29/02/2024		242,131.53
			<u>242,131.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			242,131.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			242,131.53
		Balance per Cash Book is :-	242,131.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	277,323	277,323	0			100.0%	
1077 Other Income	11,409	60	(11,349)			19014.7	11,018
1150 Event Income	1,796	0	(1,796)			0.0%	1,796
	<u>290,528</u>	<u>277,383</u>	<u>(13,145)</u>			<u>104.7%</u>	<u>12,815</u>
Administration :- Income							
4006 Staff Expenses	303	200	(103)		(103)	151.5%	
4010 Members Expenses	57	100	43		43	57.2%	
4014 Professional Fees	1,299	0	(1,299)		(1,299)	0.0%	
4015 Audit Fees	1,841	1,700	(141)		(141)	108.3%	
4016 Bank Charges	427	300	(127)		(127)	142.4%	
4017 Legal Fees	1,445	2,000	555		555	72.3%	
4020 Postage	10	400	390		390	2.5%	
4021 Rent, Broadband & Room Hire	7,486	5,750	(1,736)		(1,736)	130.2%	
4022 Training	649	2,000	1,351		1,351	32.4%	
4025 Stationery & Office	2,188	2,200	12		12	99.5%	
4030 Subscriptions	2,163	2,500	337		337	86.5%	
4031 Rates	600	0	(600)		(600)	0.0%	
4035 Insurance	6,966	6,500	(466)		(466)	107.2%	
4037 IT Support & Infrastructure	3,196	2,706	(490)		(490)	118.1%	
4045 Event Cost	993	0	(993)		(993)	0.0%	993
4055 Pantry Expense	512	0	(512)		(512)	0.0%	
	<u>30,135</u>	<u>26,356</u>	<u>(3,779)</u>	<u>0</u>	<u>(3,779)</u>	<u>114.3%</u>	<u>993</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>260,393</u>	<u>251,027</u>	<u>(9,366)</u>				
6000 plus Transfer from EMR	1,493						
6001 less Transfer to EMR	17,815						
Movement to/(from) Gen Reserve	<u>244,072</u>						
<u>103 Capital</u>							
1055 Pantry Income	972	0	(972)			0.0%	
	<u>972</u>	<u>0</u>	<u>(972)</u>				<u>0</u>
Capital :- Income							
Net Income	<u>972</u>	<u>0</u>	<u>(972)</u>				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	13,122	100	(13,022)			13122.2	5,121
	<u>13,122</u>	<u>100</u>	<u>(13,022)</u>			<u>13122.2</u>	<u>5,121</u>
Loans and Finance :- Income							
Net Income	<u>13,122</u>	<u>100</u>	<u>(13,022)</u>				
6001 less Transfer to EMR	5,121						
Movement to/(from) Gen Reserve	<u>8,001</u>						

Detailed Income & Expenditure by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 MSF</u>							
1050 MSF	863	1,000	137			86.3%	
MSF :- Income	<u>863</u>	<u>1,000</u>	<u>137</u>			86.3%	0
4080 MSF	514	5,000	4,486		4,486	10.3%	
MSF :- Indirect Expenditure	<u>514</u>	<u>5,000</u>	<u>4,486</u>	0	4,486	10.3%	0
Net Income over Expenditure	<u>349</u>	<u>(4,000)</u>	<u>(4,349)</u>				
<u>106 Staff Costs</u>							
4000 Administration Salaries	62,165	57,500	(4,665)		(4,665)	108.1%	
4001 Employers NI & Tax	7,855	5,800	(2,055)		(2,055)	135.4%	
4002 Superannuation	18,837	21,225	2,388		2,388	88.7%	
4003 Village Sweeping Salary	4,910	9,950	5,040		5,040	49.3%	
4005 Recreation Salary	26,001	28,660	2,659		2,659	90.7%	
4007 Neighbourhood Wardens	0	67,676	67,676		67,676	0.0%	
Staff Costs :- Indirect Expenditure	<u>119,768</u>	<u>190,811</u>	<u>71,043</u>	0	71,043	62.8%	0
Net Expenditure	<u>(119,768)</u>	<u>(190,811)</u>	<u>(71,043)</u>				
<u>107 Discretionary</u>							
1021 Street Cleaning	6,875	6,100	(775)			112.7%	
Discretionary :- Income	<u>6,875</u>	<u>6,100</u>	<u>(775)</u>			112.7%	0
4090 Contingency	9,355	4,000	(5,355)		(5,355)	233.9%	
4091 Grants & Donations	2,000	2,000	0		0	100.0%	
4096 Memorial Garden	107	100	(7)		(7)	107.1%	
Discretionary :- Indirect Expenditure	<u>11,462</u>	<u>6,100</u>	<u>(5,362)</u>	0	(5,362)	187.9%	0
Net Income over Expenditure	<u>(4,586)</u>	<u>0</u>	<u>4,586</u>				
<u>201 Highways</u>							
1020 Christmas Lighting	600	370	(230)			162.2%	
Highways :- Income	<u>600</u>	<u>370</u>	<u>(230)</u>			162.2%	0
4200 Christmas Lighting	4,305	4,300	(5)		(5)	100.1%	
4210 Equipment	202	550	348		348	36.7%	
4225 Refuse Collections	888	1,569	681		681	56.6%	
4230 Other	2,213	2,250	37		37	98.4%	
Highways :- Indirect Expenditure	<u>7,608</u>	<u>8,669</u>	<u>1,061</u>	0	1,061	87.8%	0
Net Income over Expenditure	<u>(7,008)</u>	<u>(8,299)</u>	<u>(1,291)</u>				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	7,895	8,276	381		381	95.4%	
Street Lighting :- Indirect Expenditure	7,895	8,276	381	0	381	95.4%	0
Net Expenditure	(7,895)	(8,276)	(381)				
<u>301 Allotments</u>							
1100 Allotment Tenancies	2,487	1,950	(537)			127.6%	
Allotments :- Income	2,487	1,950	(537)			127.6%	0
4301 Allotments Water	87	650	563		563	13.4%	
4305 Allotments Maintenance & Repai	479	567	88		88	84.4%	
Allotments :- Indirect Expenditure	566	1,217	651	0	651	46.5%	0
Net Income over Expenditure	1,921	733	(1,188)				
<u>302 Bowling Club</u>							
4321 Bowling Club Water	253	350	97		97	72.3%	
Bowling Club :- Indirect Expenditure	253	350	97	0	97	72.3%	0
Net Expenditure	(253)	(350)	(97)				
<u>303 Grounds Maintenance</u>							
1061 S106 Grants Received	30,000	0	(30,000)			0.0%	
Grounds Maintenance :- Income	30,000	0	(30,000)				0
4340 Contracted Maintenance	31,429	2,266	(29,163)		(29,163)	1387.0%	
4342 Tree Works	2,830	5,000	2,170		2,170	56.6%	
4343 Water	3,121	4,500	1,379		1,379	69.4%	
Grounds Maintenance :- Indirect Expenditure	37,380	11,766	(25,614)	0	(25,614)	317.7%	0
Net Income over Expenditure	(7,380)	(11,766)	(4,386)				
<u>304 Pavilion</u>							
1055 Pantry Income	1,144	0	(1,144)			0.0%	2,115
Pavilion :- Income	1,144	0	(1,144)				2,115
4014 Professional Fees	1,650	0	(1,650)		(1,650)	0.0%	1,650
4055 Pantry Expense	345	0	(345)		(345)	0.0%	857
4360 Boiler & Shower	422	800	378		378	52.8%	
4362 Electricity & Gas	4,088	5,260	1,172		1,172	77.7%	
4363 Fire Equipment & Maintenance	811	1,155	345		345	70.2%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4364 Repairs	5,664	3,400	(2,264)		(2,264)	166.6%	3,325
4365 Other Pavilion	305	350	45		45	87.2%	
Pavilion :- Indirect Expenditure	<u>13,285</u>	<u>10,965</u>	<u>(2,320)</u>	<u>0</u>	<u>(2,320)</u>	<u>121.2%</u>	<u>5,832</u>
Net Income over Expenditure	<u>(12,142)</u>	<u>(10,965)</u>	<u>1,177</u>				
6000 plus Transfer from EMR	4,182						
6001 less Transfer to EMR	2,115						
Movement to/(from) Gen Reserve	<u>(10,075)</u>						
<u>305 Other Recreation</u>							
1120 Social Club Tenancies	10,141	9,507	(634)			106.7%	
1121 Sports Club Tenancies	1,302	2,900	1,598			44.9%	
Other Recreation :- Income	<u>11,443</u>	<u>12,407</u>	<u>964</u>			<u>92.2%</u>	<u>0</u>
4391 Maintenance Supplies	491	500	9		9	98.1%	
4392 Playground	1,783	9,000	7,217		7,217	19.8%	
4393 Tractors, Equipment & Fuel	2,734	5,000	2,266		2,266	54.7%	
4395 NCRG	0	100	100		100	0.0%	
4396 Pocket Park	403	200	(203)		(203)	201.6%	
4397 Youth Initiatives	4,295	15,000	10,705		10,705	28.6%	
Other Recreation :- Indirect Expenditure	<u>9,706</u>	<u>29,800</u>	<u>20,094</u>	<u>0</u>	<u>20,094</u>	<u>32.6%</u>	<u>0</u>
Net Income over Expenditure	<u>1,737</u>	<u>(17,393)</u>	<u>(19,130)</u>				
Grand Totals:- Income	358,035	299,310	(58,725)			119.6%	
Expenditure	238,574	299,310	60,736	0	60,736	79.7%	
Net Income over Expenditure	<u>119,461</u>	<u>0</u>	<u>(119,461)</u>				
plus Transfer from EMR	5,675						
less Transfer to EMR	25,051						
Movement to/(from) Gen Reserve	<u>100,085</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR - Pulborough Pantry	0.00	2,061.46	2,061.46
320 EMR - MSF Resurfacing/Playgrou	5,101.86	116.42	5,218.28
321 EMR - Pav Refurb/Tractor Shed	178,063.91	232.91	178,296.82
324 EMR - New Tractor/Machinery	1,925.22	5,103.69	7,028.91
325 EMR - Neighbourhood Plan	2,625.31	59.96	2,685.27
326 EMR - Neighbourhood Wardens	20,210.73	461.25	20,671.98
327 EMR - Community Benefit Fund	2,380.53	54.37	2,434.90
328 EMR - CIL Monies	295.61	11,156.95	11,452.56
329 EMR - Legal Fees	5,646.55	128.87	5,775.42
	<u>216,249.72</u>	<u>19,375.88</u>	<u>235,625.60</u>



Pulborough Parish Council's Investment Policy

Both the Chartered Institute of Public Finance and Accountancy (CIPFA) Code and the Local Government Act 2003 Section 15(1) (a) require the Parish Council to invest its funds prudently and to have regard to the security and access to its investment before seeking the highest rate of return.

Short Term Investments

Short term investments are those offering high security and high availability, made in sterling and maturing within 2 years.

For the prudent management of its treasury balances, maintaining sufficient levels of security and availability, the Council will use deposits with banks, building societies or investment management companies.

Non-Specified Investments

These investments have greater potential risk - examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, the Parish Council will **not use** this type of investment.

Access to Investments

The Chairman and the Vice Chairman of the Finance & Policy Committee, in consultation with the Responsible Finance Officer (RFO) will determine the maximum periods for which funds may prudently be committed, so as not to compromise availability using the appropriate cash flow projection.

Long Term Investments

Long term investments shall be defined as greater than 2 years. The Parish Council will use the same criteria for assessing long term investments as identified above for short term investments.

Review and Amendment of Regulations

The policy will be reviewed annually.

The Parish Council does not employ in-house or externally any financial advisors, but will rely on information which is publicly available.

The Parish Council reserves the right to make variations to the policy at any times, subject to the approval of the Full Council. Any variations will be made available to the public.

Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the parish website and a hard copy will be available from the Parish Office.

Authorisation, Investment Reports and Responsibility

Investments will be authorised by the Chairman and the Vice Chairman of the Finance & Policy Committee, in consultation with the RFO and reported at the next meeting of the Council or Finance & Policy Committee, whichever is first. The Council is ultimately responsible for its investments.