



# 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> MARCH 2019 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Kipp (Vice Chairman), Henly, Tilbrook and Queded

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

***The meeting opened at 7.35pm***

**94. APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllrs Clarke (work commitments) and Court (ill health). In the absence of the Committee Chairman, the Vice Chairman

**95. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**96. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 28<sup>th</sup> February 2019 as a true and accurate record of the proceeding. The Committee Chairman duly signed the Minutes.

Clerk's Report

Min. 75 (24.01.18) and 82 - Staff Appraisals

The Clerk reported that due to pressure of work these had not yet been undertaken and would be arranged as soon as possible.

**97. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**98. PARISH COUNCIL FINANCES**

Members received bank reconciliation for Cashbook 1 as at 28<sup>th</sup> February 2019, Cashbook 2 as at 31<sup>st</sup> December 2018 and Cashbook 3 as at 28<sup>th</sup> February 2019. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

Members received a summary of Income and Expenditure compared to budget to 21<sup>st</sup> March 2019 and discussed anticipated expenditure/income before year end 31<sup>st</sup> March 2019.

There were no creditor invoices of over 30 days outstanding.

It was **AGREED** that Cllr Queded would carry out the internal control inspection for quarter 4 to 31<sup>st</sup> March 2019, and would arrange to do so in early April, as per the Internal Control policy.

#### 99. **EARMARKED RESERVES**

Members noted unused budgets and over spends from the I&E comparison circulated under the previous agenda item. Members discussed the recommendations in the Clerk's tabled report.

The Cousins Way EMR was reviewed and the Clerk advised that if this project was not very likely to come forward in the short term, Members should consider using some of the funds elsewhere for more realistic projects or transfer to another EMR. Members noted that in addition to the sports pavilion project, the tractor shed roof was suffering badly with condensation or water ingress, possibly causing issues with machinery/equipment, and highly likely to need replacing very soon. Following discussion, it was **RESOLVED** to move the entire Cousins Way EMR balance of £34,307.58 to the Pavilion Refurbishment / Tractor Shed EMR.

It was **RESOLVED** to re-name the New Tractor EMR to New Tractor / Machinery EMR. Members discussed the possibility of needing to replace the Jacobsen fairway mower at some point and whether this or other equipment may be eligible for S106 funding, as per R&OS C'ttee discussions (Min. 82, R&OS C'ttee 14.02.19 refers). Current costs of second hand or reconditioned similar models varied but were in the region of £12,500 to £20,000. In light of this, it was **RESOLVED** to transfer £5,000 from general reserves to the New Tractor / Machinery EMR to boost the £2,514.37 balance of this EMR, with a view to building funds for the future.

The Clerk reminded Members of the Community Benefit Fund grant unspent balance of £3,500, which would be absorbed into general reserves unless earmarked. It was **RESOLVED** to establish a new Community Benefit Fund EMR for suitable future projects.

With regard to the MSF Resurfacing / Playgrounds EMR of £11,566.89, Members noted that quotes for MSF resurfacing were double this amount. Additionally, subject to a successful S106 application for 90% of the cost of a new roundabout, there would be £768 to be spent from this EMR balance. The underspend of the 2018/19 budgeted MSF salary was noted and it was **RESOLVED** to transfer this £1,675.00 balance to the MSF Resurfacing / Playgrounds EMR to boost this fund.

Members discussed the overspend of £14,764 against the Pavilion Rebuild budget and whether to use other earmarked reserves to offset this. However, it was agreed to leave this as an overspend to be met from general reserves.

Using the foregoing information, it was **RESOLVED** to transfer a total of £10,174.98 from the current account to the CCLA (EMR) account before 31st March 2019 as per Appendix 1 (attached). It was noted that since moving to online banking and setting up the CCLA account, most transfers took place as and when necessary (with appropriate approval by Council), rather than accumulating to the year end.

#### 100. **POLICY REVIEWS**

Following review, it was **RESOLVED** to recommend to Council the following policies for re-adoption without amendment:-

- Training & Development Policy
- Equality & Diversity Policy
- Staff Recruitment Policy
- Disciplinary Policy
- Grievance Policy

Whilst discussing the Training & Development Policy, comment was made about venues for SSALC councillor training. The Clerk was asked to feedback to SSALC a request for venue choices to be more accessible by public transport as not all councillors have vehicle access. The Clerk reminded Members that this had previously been conveyed to SSALC at Members' request and that there was not always a wide choice of suitable training / conference locations across the County but she would pass this on again.

**101. CLIMATE CHANGE**

Members considered the information from SECA (South East Climate Alliance) on a Climate Emergency: Call to Action. SECA was requesting dissemination to Councillors and individuals and encouraging councils to support the campaign by writing to their County Council in time for WSCC debate on Friday 5<sup>th</sup> April 2019.

Members' views on the likely effect of writing to WSCC were mixed and no comments had been received from other Councillors, to whom the Clerk had circulated the details. However, some Committee Members felt that the Parish Council should be seen to be taking the concerns regarding climate change seriously by supporting the campaign where possible. Following brief discussion, it was therefore **RESOLVED** that the Clerk write to County Councillor Pat Arculus (WSCC Pulborough ward) asking her to support the WSCC motion to declare a climate emergency.

**102. STAFFING MATTERS**

Members considered a request from a member of staff to be able to carry forward two days of unspent annual leave, in addition to the allowance to carry forward five days anyway, which they had been unable to take due to pressure of work. The Clerk reminded Members that the Council had a duty of care to ensure staff took annual leave within the stipulated leave year, which was the reason that it was generally not best practice to carry unspent leave forward. Members felt that, on balance, a sensitive approach was appropriate on this occasion, and it was **RESOLVED** to approve the request provided the unspent leave was taken as quickly as possible.

**103. CORRESPONDENCE**

No correspondence had been received for the Committee.

**104. PAYMENTS**

Following consideration, it was **RESOLVED** that the following payments be approved and signed:

	£
Professional Weed Solutions Ltd	305.00
Paul a'Barrow Tree Services	546.00
Surrey Hills Solicitors	300.00
B&C Energy Solutions Ltd	17259.00
J Cobb Fencing & Groundworks	5754.00
West Sussex County Council	8070.15
CCL A/c (transfer from general reserves)	10174.98

***The meeting closed at 8.28pm***

.....Chairman

.....Date