



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 23RD APRIL 2015 AT THE SPORTS PAVILION

PRESENT: Cllrs Clarke (Chairman), Ellis, Kipp (arrived 7.37pm), Qusted, Tilbrook & Wallace (arrived 7.35pm).

IN ATTENDANCE: Sarah Norman (Clerk and Responsible Financial Officer).

The meeting opened at 7.31pm

86. APOLOGIES FOR ABSENCE

There were no apologies for absence.

87. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

88. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25th March 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 80 - Neighbourhood Wardens

Greg Charman at HDC has agreed to come and give a presentation to PPC on the Neighbourhood Warden scheme but is waiting confirmation from the Director at HDC about the basis for any scheme.

89. ADJOURNMENT FOR PUBLIC SPEAKING

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

90. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbooks 1 & 2 as at 31st March and 2015. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and after discussion accepted a comparison of Income, Expenditure and Budget for the year ending 31st March 2015.

Members received and after discussion accepted a statement of the earmarked funds as at 31st March 2015.

Members noted that Cllr Tilbrook had carried out the inspection as required by the Internal Control Policy for the quarter ending 31st March 2015 with no issues

arising. It was therefore proposed, with all in favour, that the Internal Control Policy for the year ended 31st March 2015 be recommended to Full Council.

Members received the accounts for the year ended 31st March 2015 and noted the following which were circulated to all Members :-

- Section 1 of the completed Annual Return
- Annual Return (Alpha version)
- Income & Expenditure Account for Year Ended 31st March 2015 (Alpha)
- Balance Sheet (Alpha)
- Explanation of Variances (as required by the External Auditor)
- Bank Reconciliation as at 31st March 2015 (as required by the External Auditor)
- Asset Register as at 31st March 2015

RESOLVED: The Accounts, Annual Return and Internal Control Policy for the year ended 31st March 2015 be recommended to Full Council for ratification.

Members noted the level of reserves held at the end of the year of £326,593 and that 40% of this (£127,461) was reserved specifically for the sports pavilion and tractor shed refurbishments with another 22% (£71,123) earmarked for works to the MSF, Pocket Park, Cousins Way Recreation Ground, tree work arising from the Tri-Annual survey (due early 2016), a new tractor and the future anticipated costs of the Neighbourhood Plan.

Members noted that the projects for which these funds have been specifically earmarked are nearing implementation/completion and that there would be considerable expenditure during 2015/16 which should result in much lower reserves by the next year end of 31st March 2016/

Finally, Members noted the following invoices which were more than 30 days overdue

- i) Snooker Club (£200) balance owed for 2014/15 rent
- ii) Nat West Bank (£10) for Christmas Lighting issued 1st December 2014 (written off as at 1st April 2015)

91. ANNUAL REPORT

Members received the draft of the report (attached as Appendix 1) from the Chairman of the Finance & Policy Committee and approved with no changes.

92. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AND ALLOTMENT HOLDERS

The Clerk reported that that the RPI figure announced on 14th April 2015 for the year ending March 2015 was 0%. However, Cllr Tilbrook corrected that this was in fact the CPI figure and that the RPI was actually 0.9%.

It was therefore noted and AGREED that as per the terms of all licences and leases for the Allotments, Stoolball, Football, Pythons, Snooker and Sports & Social Clubs, all rents would be increased by 0.9% for the year ending 31st March 2016.

It was noted that the terms of the lease for Pulborough Cricket Club state that the rent will increase by 10% each year and this will be implemented.

Finally, it was noted that the portion of the insurance paid by the Sports & Social Club will be in line with the renewal premium received. It was noted that the Clerk is currently re-broking the buildings, contents and public liability insurance which will be referred to Full Council at the Annual Meeting of the Council on 21st May 2015.

93. LEASES

It was noted that all Leases and Licences, excluding the Bowling Club and Pulborough Cricket Club, expire in April 2016.

It was noted that the existing leases had been drafted by Anderson Longmore & Higham (now Anderson Rowntree) but this had been a difficult exercise with much work having to be corrected by the then Deputy Clerk, Sally Cooper. It was therefore AGREED that quotations should be sought from Ian Davison at Hedleys Solicitors for the preparation of the licences and leases that are due for renewal.

When the quotation for the work is received, the matter should be referred back to this committee for further discussion.

94. TWITTER

Members noted that Richard Keatley had met with the Assistant Clerk to hand over the "pulborough.org" twitter account. It was noted that this will be run on a similar basis to the Facebook page, alerting followers to events, meetings etc and referring them to the Facebook page or website for further details.

Cllr Clarke reported that this is used by other parishes such as Billingshurst and Southwater and that it could be an effective tool to reach younger members of the electorate.

It was therefore proposed, with all in favour, that the use of a Pulborough Parish Council Twitter account be approved.

RESOLVED: Parish Council Twitter account be active.

Members instructed the Clerk to include a review of the both Facebook and Twitter on the September agenda for the Finance & Policy Committee.

95. MEMORIAL GARDEN

Members noted that 26 replacement plants are required to replace lavender that has died at the garden. It was also noted that a supply of bark is also required to top up areas at the garden. It was suggested that Wyevale be asked if they could donate some bags of bark.

RESOLVED: Expenditure approved for the purchase of 26 1ltr lavender plants.

The Clerk advised that a quotation has been requested from New Place Nurseries, but had not been received in time for the meeting. It is anticipated that the cost will be less than £50 plus VAT for 1ltr shrubs.

96. GROUNDSMAN EQUIPMENT

Members noted that Arun Mowers had estimated the value of the old tractor as approx £400 to £500.

Members also noted that the Parish Office had received two offers; £350 and £550.

RESOLVED: To accept the offer of £550 for the tractor and arrange the exchange, subject to the receipt of cleared funds, as soon as possible.

97. SPORTS PAVILION

Members noted that additional cost of £740 to supply and fit fascias above the doors/windows at the pavilion building. It was noted that additional expenditure would result in a total charge of £8338 by GT Maintenance which is still the cheapest quotation received.

RESOLVED: To approve an additional £740 for fascias at the Pavilion.

It was also noted that GT Maintenance are not FENSA accredited and they would therefore be arranging for the necessary certification by Building Control at no additional cost to the Parish Council.

Members also noted that the Assistant Clerk had met with an electrician, at a call out charge for 1 hour of £75, to assess the work needed to repair the lights overlooking the patio and the pavilion. A quote was awaited for the existing wiring to be removed and new wiring and lights to be installed and this will be referred to Council as soon as possible.

98. INTERNAL AUDIT

Members noted the requirement to appoint the Internal Auditor at the start of the financial year.

Members received, the scope of works (attached as Appendix 2) as provided by Auditing Solutions and after discussion AGREED, with all in favour, to appoint said company as the Internal Auditor for Pulborough Parish Council for the year ended 31st March 2016.

RESOLVED: Auditing Solutions be appointed as the Internal Auditor for the year ended 31st March 2016.

99. CORRESPONDENCE

West Sussex Pension Fund (LGPS)

Notification of AGM 22nd July 2015

Came & Co

Council Matters - Spring edition (Copied to Committee)

100. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None

101. 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:

	£
Wightman & Parrish	19.42
New Call Telecom Ltd T/A Fuel Broadband	14.54
Blackdot Systems Ltd	8.04
Wesley's Window Cleaning	144.00
Nat West Bank	20.06

Before closing the meeting, the Chairman thanked Cllr Lawrie Ellis, who would not be returning for the new Council in May, for all his work on the Committee and his support as Vice Chairman for the Finance & Policy Committee,

The meeting closed at 8.42pm

.....Chairman

.....Date