



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 APRIL 2023 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Kipp, Court, Ellis-Brown, Hands, Hare, Henly and Hunt

IN ATTENDANCE: N Wiltshire (Deputy Clerk)

The meeting opened at 7.30pm

95. APOLOGIES FOR ABSENCE

There were no apologies for absence.

96. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

97. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 23rd March 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

The first tranche of the 23/24 Precept of £138,661.50 and the 2023 Coronation Grant of £200.00 had been received.

98. SUB-COMMITTEE MEETING MINUTES

The Committee received and **RESOLVED** to **APPROVE** the Minutes, reports and recommendations of the Finance & Policy Staffing Sub-Committee Meetings held on 23rd February 2023 and 4th April 2023.

99. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

100. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbook 1 and Cashbook 3 as at 28th February 2023; and for Cashbook 1 and Cashbook 3 as at 31st March 2023. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members received the summary of Income & Expenditure compared to budget to 31st March 2023.

Members also received and noted the summary of Earmarked Reserves to 31st March 2023.

Members noted completion by Cllr Henly of all outstanding internal control inspections to 31st December 2022, as per Internal Control Policy. Arrangements for the next such inspection to be agreed by a new committee.

There was one overdue creditor invoice to report. MSF hire by the adult football club was overdue totalling £88.00. The club has been contacted regarding making payment soonest.

101. EARMARKED RESERVES FUNDS

Members **NOTED** a transfer of year end funds of £5,000 from unspent budget to Earmarked Reserves for EMR 320 MSF Resurfacing/Playground equipment, as agreed at the previous meeting. Also, Members **NOTED** a transfer of £150 unexpected income for non-running tractor/mower disposal to Earmarked Reserves for New Tractor/Machinery EMR, as agreed at the meeting held on 23rd February 2023.

102. S106 /CIL MONIES

- Members **NOTED** receipt of the latest HDC January 2023 quarterly report of unspent /potential S106 or CIL monies.
- Members **NOTED** receipt of £11,018.49 HDC CIL funds relating to DC/22/0992 and DC/21/2407. The Clerk will arrange the transfer of these funds to the Parish Council's CIL EMR.

103. INTERNAL CONTROL POLICY

The effectiveness of the system of internal control was reviewed and with appropriate safeguards in place, it was **RESOLVED** to adopt the Internal Control Policy for the financial year 2023-24.

104. INTERNAL AUDITOR APPOINTMENT

It was **RESOLVED** to approve the appointment of Auditing Solutions Ltd as Internal Auditor for the financial year 2023-24.

105. SPORTS PAVILION DEVELOPMENT PROJECT

The Clerk has confirmed to the architect to seek updated costs and there is no further update.

106. ANNUAL RENT REVIEWS OF SPORTS PAVILION TENANTS

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

- The budgetary decision of 17th November 2022 made by the Committee agreed the amount to set next year's club rents at for the new financial year. The Deputy Clerk reported that rents conventionally followed the RPI in place each November and that the November 2022 RPI was 14.0%. Following consideration of the economic difficulties clubs and individuals were facing currently, Members decided to review this decision. Cllr Hunt wished to have it recorded that she was opposed to any increase being applied to any rents. Following discussion, Members **RESOLVED** that the September 2021 RPI of 4.8% would be maintained on this occasion and would be applied to the Sports & Social Club and Sports Club rents, with the clubs to be advised of the reasoning.
- Members noted correspondence from Pulborough Cricket Club regarding their rent review increase. Members recognised the economic difficulties of

the past couple of years. Therefore, it was **RESOLVED** to apply a charge of £25.00 per match played at Pulborough Recreation Ground. The Deputy Clerk would issue their invoice accordingly, reflecting the number of fixtures.

107. LEASES – PULBOROUGH BOWLS CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

There was no further update or progress to report.

108. CORRESPONDENCE

There was no correspondence.

109. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these (listed below), and the payments list and invoices were duly signed.

Pulborough Community Partnership	£200.00
WSCC	£9,431.33
DCK Accounting Solutions Ltd	£300.00
Pulborough Social Centre (Village Hall)	£124.30
Horsham District Council	£13.45
Horsham District Council	£26.80

The meeting closed at 9.02pm.

.....Chairman

.....Date