



PULBOROUGH PARISH COUNCIL

Working together for a better future

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 28TH JULY 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Clarke (Chairman), Court, Ellis-Brown, Henly and Kipp (from Min. 16)

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 7.32pm

12. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Hare (personal commitment) and Hunt (ill health).

13. 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.

14. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 23rd June 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

The Cricket Club had advised that due to the current uncertainty of the club's future viability, the S106 funding they had applied for and been awarded by HDC had been declined, as the club was not in a position to proceed with the project.

Min. 6, Sports Pavilion Project: Due to a misunderstanding when discussing this item at the last meeting, the Clerk now understood that the intention had been to proceed with the rainwater harvesting idea only if the awaited Water Neutrality Statement identified the need. This had subsequently also been clarified with the architect.

Min 9, Rent – Pulborough Cricket Club: The club had now paid the outstanding rent at the reduced amount, as agreed by the Committee.

15. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

16. PARISH COUNCIL FINANCES

The Clerk advised that unfortunately, due to staff shortages, she was behind with processing finances and the accounts were not yet reconciled for Cashbooks 1 and 2. As a result, up to date Income and Expenditure and Earmarked reserves reports were also unavailable. The Clerk had re-circulated the last set of I&E and EMR figures in case Members had any questions relating to the accounts up to year end 31st March 2022.

The Clerk advised that there was one invoice of £55 outstanding from hire of the MSF by the Monday/Thursday football group, which was being followed up.

17. SPORTS PAVILION DEVELOPMENT PROJECT

It was noted that the architect had successfully applied to HDC for a further extension to 31st August 2022 for submission of PPC water neutrality statement.

The commissioned Water Neutrality Statement had now been received and Members considered the report. Members noted that the report was favourable in its findings of water consumption and future water usage. The formula applied to calculate results had used a sensitivity percentage water consumption increase equivalent to the proposed footprint increase, resulting in a 35% saving on the base case.

It was noted that only the Committee had had sight of the Water Neutrality Statement since it was so recently received: It would be prudent for full Council to be aware of the report and able to comment. However, as the report was positive and time was of the essence, the Committee was keen to keep momentum going. It was therefore **RESOLVED** that the Clerk circulate the report to all Councillors with the opportunity to comment by 5pm Wednesday 3rd August, following which the architect would be instructed to submit the Water Neutrality Statement to HDC. In the event of other councillors raising any concerns, the Clerk would liaise with the Committee.

18. LEASES – PULBOROUGH BOWLING CLUB

The Clerk reported that no response had been received from the club to the Clerk's email of the Committee decisions agreed in July. This would be followed up at the earliest opportunity.

19. POLICY REVIEWS

Following review, it was **RESOLVED** to recommend to Council that the following policies for re-adopted, with amendment where indicated:-

- Health & Safety Policy (no amendments)
- Training & Development Policy
 - Amended to insert that councillors would also identify their own training needs (currently only states employees)
- Equality & Diversity Policy (no amendments)
- Staff Recruitment Policy
 - Amended 1st paragraph to correct grammar and reflect changed delegation to sub-committee in line with terms of reference
 - Addition of sentence stating that any applicant requesting an application form in a different format will be accommodated where possible
 - Delete 1st bullet point as superfluous (refers to identifying skills needed)
- Disciplinary Policy (no amendments)
- Grievance Policy (no amendments)

20. CORRESPONDENCE

None received.

21. PAYMENTS

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

£	
Lakers Builders Merchant	£43.39
Society of Local Council Clerks	£144.00
Mrs E Henly	£30.00

The meeting closed at 8.38pm.

.....Chairman

.....Date

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