



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 28TH OCTOBER 2021 AT THE VILLAGE HALL

PRESENT: Cllrs: Clarke (Chairman), Court, Ellis-Brown, Hare, Henly and Kipp
(from Min.235)

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

232. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Esdaile. The Clerk reported that Cllr Esdaile had notified that she would be stepping down from the committee, with immediate effect.

233. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

234. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 30th September 2021 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

Min. 211, Covid-19 Financial Impacts – Snooker Club and Min.219 Clerk's Report/ Snooker Club: The Clerk circulated a brief summary of the Snooker Club's 2020 and 2021 finances that had been supplied to her. It was noted that the club did not appear to have applied for, or received, any Covid-19 related Government or sport authority grants. On querying this with the club, the club chairman said they were advised that they were not eligible.

235. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

236. PARISH COUNCIL FINANCES

The Clerk advised that unfortunately the accounts were still delayed in being processed and reconciled on the accounting system. Therefore, the bank reconciliations for 30th August and 30th September for cashbooks 1 and 3 were not yet available. These would be dealt with over the next week and finances up to 30th September 2021 would shortly be presented to Members for financial checks.

The only creditor invoice outstanding for over 30 days was Pulborough Football Club, which was the subject of a later agenda item.

237. BUDGET FOR 2022/23

Members had received a draft budget paper prepared by the Clerk as a starting point. The Clerk had undertaken a comparison of the previous year's spending against current budget spends, incorporating known or anticipated costs. Some cost centres had had to be increased and most included a 3% increase, in line with the predicted 2022 rate of inflation. The new HDC tax base was not yet known but based on initial work, the increase to Band D would be £2.06 or 2.13%. The Clerk highlighted key points included in the initial draft, and the following points were noted or agreed upon:-

Cost centre 101 Administration:

Code 4017 Legal Fees: It was **AGREED** that any unspent balance of the £6k (currently unspent) at year end be moved to a new Earmarked Reserve, but that £2k be budgeted for. This is in anticipation of legal fees associated with the Bowls Club renewal and for the new club leases/licences for the pavilion rebuild/refurbishment project.

Code 4021 Rent/Room Hire: Increased as anticipated long term booking of Village Hall in place of pavilion committee room.

Code 4037 IT support: Unchanged at £2k, needs refining (new website paid for, IT anticipated invoice and web/email costs to be followed up)

Cost Centre 102 Advertising/Publicity:

Code 4050 Advertising & Publicity: No budget allowance – Council did not utilise this year, previous external bulletin no longer exists, Annual Report available by in-house print or online.

Cost Centre 104 Loans and Finance:

Code 1040 Interest on A/c's: Reduced due to decreasing interest rates.

Cost Centre 105: MSF (multi-sports facility)

Code 1050 MSF Income: Unchanged at low level £1200 – MSF currently in need of significant surface repair, may be out of use/low or even no income.

Code 4080 MSF Expenditure: Needs budget set? (Previously not set) Requires considerable expenditure for resurfacing, some potentially available from EMR, also Council investigating grant/CIL funds for 2021/22 application. **AGREED** – investigate resurfacing quotes and budget for this.

Cost Centre 106 Staff Costs:

Codes 4000/ 4003/ 4005/ 4007 Admin/ Village Sweeping/ Recreation/ Neighbourhood Warden salaries: All salaries assumed between 2.75-3% increases. **AGREED** – increase all salaries codes by 3.5-4%.

Cost Centre 107 Discretionary:

Code 4091 Grants & Donations: Increased to £5k. **AGREED** – reduce back to £2k.

Cost Centre 201 Highways:

Code 1020 Christmas Lighting Income: Donations increased to £15 per tree.

Code 4200 Christmas Lighting Expenditure: Increased to £90/tree, 2x light sets, requested 41 trees and 3% inflation. **AGREED** to allow for 41 trees.

Cost Centre 302 Bowling Club:

Code 4321 Bowling club Water: Increased by 3% inflation. **AGREED** - retain this although potential for club to pay its own water bills in future is being investigated.

Cost Centre 305 Other Recreation:

Codes 1120 Social Club Tenancies/1121 Sports Club Tenancies: Normal rental income assumed +3% inflation. **Noted:** Rental income may be affected by future pandemic incidents and/or pavilion rebuild/refurbishment project.

Code 4393 Tractors & Equipment: £6k budget unchanged as current mowers/tractor requiring frequent repair and may need replacing. **AGREED** – Move any unspent at year end to New Tractor/Machinery EMR, retain £6k budget in anticipation of new machinery. Officers to investigate costs of replacement Jacobsen mower.

Code 4392 Playground: Increased to £9k as per R&OS C'ttee decision 14.10.21 Min.42. **AGREED** – retain at £9k.

Code 4397 Youth Worker: Increased by 2.75% staffing and 3% inflation/operational costs.

All maintenance, contractor works, utility etc. codes had been increased by 3% in anticipation of inflation and higher goods/services costs.

The Clerk would make the amendments discussed and noted above, undertake further research as new information became available and provide draft budget proposals for the 18th November committee meeting.

238. S106/CIL MONIES

Members noted receipt of the HDC October 2021 quarterly report of unspent and potential S106 monies. The Clerk was asked to check with HDC the amount available if applied for by the Parish Council for the sports pavilion rebuild/refurbishment project. The Clerk was also asked to liaise with the architect (Studio 5) regarding the wording and content of the required statement addressing water neutrality, following the recent Natural England Position Statement publication on the subject.

239. PROJECTED PLANNING

This item had been referred from the last meeting. Having considered the draft Projected Planning List 2022/23, the following was **RESOLVED**:

- Item 1a HDC: Acquisition of new recreation ground through S106 Agreement for DC/15/1084 Land North of Highfield – the Clerk was asked to check the current status of this community land and who would be responsible;
- Item 3d PPC: Remove Pocket Park;
- Item 3c PPC Completion of Neighbourhood Plan - Amend to be Review of Neighbourhood Plan;
- New item under 3 PPC: MSF (multi-sports facility) renewal/refurbishment;
- Item 3 PPC under 4+ years: Remove Neighbourhood Plan Review (now under 1-3 years).
- Updated Projected Planning List to be re-considered at January 2022 committee meeting.

240. LEASES – PULBOROUGH BOWLS CLUB

The lease was discussed again in light of the Clerk's report of water usage costs by the Bowling Club since 2013/14, as requested at the last meeting. It was decided that the Council would wish to renew the lease unchanged but that the club should be responsible for its own water bills upon renewal, which was a clause within the existing lease. This had not been enforced for historical reasons which were not entirely clear. It was **RESOLVED** that the Clerk seek initial legal advice on the renewal of the lease or on utilising the 5 year extension the current lease provides for.

241. GRANT AID 2021-22

Members received the recommendations from the Grant Aid Working Party for 2021/22 awards. It was **RESOLVED** to approve those recommendations, with the addition of a £400 allocation proposed for Pulborough CLT, and recommend these to full Council for approval. The Working Party members were thanked for their work.

- 242. COVID-19 IMPACT ON TENANT CLUBS – PULBOROUGH FOOTBALL CLUB**
 Information from the club had not been available for issue with the agenda, and as only received this week had been issued to the Committee this evening. Members discussed the financial paper and information received. It was **RESOLVED** that the Clerk request a more detailed treasurer’s report from the club to be able to have a clear idea of the club’s financial status and income losses over the past 12 months. The rent reduction request would therefore be considered at a future committee meeting.
- 243.** Due to the confidential nature of the following item, it was **RESOLVED** that press and public be excluded for this item only (SO 3d refers), however no members of the public were present.
- 244. STAFFING**
 The Clerk gave a verbal, confidential report on recent staffing matters and updated Members on sickness or other absences.
- 245. SUSSEX CLUBS FOR YOUNG PEOPLE (SCYP) – YOUTH CLUB ACCOMMODATION**
 Members considered the request from SCYP to be able to use the pavilion committee room as an indoor venue for the youth club provision during the winter season. It was **RESOLVED** to approve this use at no charge for the 1x weekly session, on a temporary basis.
- 246. CORRESPONDENCE**
 There were no items of correspondence.
- 247. 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.

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Amazon - Anything 4 Home Ltd	£44.99
Amazon - Mercat Ltd	£14.49
Amazon - Bayersan UK Ltd	£44.48
Amazon - Get Off Road Ltd	£16.50
Wightman & Parish	£79.12
Viking	£57.96
Anna Chambers	£600.00
NatWest	£2.45

The meeting closed at 9.27pm.

.....Chairman

.....Date