



# 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 27<sup>TH</sup> OCTOBER 2016  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Henly, Quested, Reddin and Tilbrook

**IN ATTENDANCE:** Mrs H Knight (Clerk and Responsible Financial Officer)

*The meeting opened at 7.30pm*

**49. APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**50. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**51. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 22<sup>nd</sup> September 2016 and the Extraordinary Meeting held on 6<sup>th</sup> October 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

There was no Clerk's Report.

**52. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public present.

**53. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 as at 30<sup>th</sup> September 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and accepted a comparison of Income and Expenditure to Budget for the 2<sup>nd</sup> quarter to 30<sup>th</sup> September 2016.

The Clerk reported that there were three invoices more than 30 days outstanding relating to sports clubs: These were being followed up and there were no significant issues otherwise.

**54. BUDGET 2017/18**

Members received an initial draft budget prepared by the Clerk. It was noted that this was very much a basic starting point and Members will make alterations as discussions progress at the November 2016 F&P meeting. Members debated the future funding of Neighbourhood Wardens if the two year pilot scheme is extended, and the effect of potential parish/town council capping by central government in the future. Consideration was given as to whether the precept would need to be increased significantly for the next financial year or to continue with the intention to increase by a smaller amount in 2017/18 with a larger increase in the third year to support Neighbourhood Warden provision. The consensus was to proceed along the lines of proposals discussed last year. It was **AGREED** that the Clerk would liaise with Cllr Qusted to produce a more detailed potential 2017/18 draft budget for discussion at the 10<sup>th</sup> November Committee meeting, following which recommendations to the November Council meeting would be made.

**55. GRANT AID 2016**

Members received a paper prepared by the Clerk detailing the recommendations of the Grant Aid 2016 Task & Finish Group for awards from the £10,000 Grant Aid budget. The recommendations totalled £6,906.40 and following consideration, it was **RESOLVED** that these would be formally recommended to full Council without amendment.

**56. RISK REGISTER**

Members received and reviewed the register. Following discussion, however, it was felt by Members and the Clerk that clarification was needed regarding some of the actions identified within the Risk Register to ensure that a robust and workable document was in place. It was **AGREED** that a rigorous review of the Risk Register would be undertaken by the Clerk in liaison with Cllr Tilbrook, with a view to reporting back to the January Committee meeting.

**57. CHANGES TO STRUCTURE OF COUNCIL AND COMMITTEES**

This item had been referred from the 26<sup>th</sup> April and 22<sup>nd</sup> September 2016 meetings (Mins. 96 and 38 refer) for report by Cllr Qusted. As there had not yet been an opportunity for the Chairman and Clerk to investigate the matter, it was **AGREED** to defer this item to a future meeting.

**58. INSURANCE**

The Clerk reported on the renewal of the Council's insurance cover on 1<sup>st</sup> October 2016 under the Long Term Agreement (expiring 30<sup>th</sup> September 2018), including the Certificate of Employers' Liability Insurance. The new Certificate of Employers' Liability Insurance was displayed appropriately in the Council's premises. Following a query regarding the increase in renewal premium the Clerk was requested to check the terms of the agreement - **AGREED**.

**59. CORRESPONDENCE**

Members noted the notification from Nat West Bank regarding the move to a new deposit account with a lower interest rate from 12<sup>th</sup> December 2016, which will affect the Council's Liquidity Manager account.

**60. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

- Budget 2017/18
- For Full Council: Community Land Trusts (requested by Cllr Tilbrook)

**61. PAYMENTS**

Members received, considered and approved payments to be made.

**RESOLVED:** that the payment of the following Direct Debits and Cheques be approved and signed:

	£
Viking	61.06
WSCC	8143.23
SSALC Ltd	78.00
Burgess & Randall Ltd	49.50

**62. MOVE TO CONFIDENTIAL BUSINESS**

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (Agenda items 14 and 15, SO 1c staffing/contractual refers).

**63. REVIEW OF PULBOROUGH CRICKET CLUB'S LICENCE**

This item had previously been discussed (Mins. 21 and 40 refer) and a decision made to change the terms of the licence to bring in line with other lessees. The Clerk advised that the Council's decision had not been actioned as it had been established that in fact the original licence terms already provided for a change, with effect from 31<sup>st</sup> December 2016, which was effectively in line with the decision at taken at the last meeting.

**64. STAFFING UPDATE**

**64.1** The Clerk advised that she had sought approval from the Chairman to register on to a Clerk's Networking/Training Day the following week at a cost of £65+VAT plus travelling - this was **RATIFIED**. Members also **RESOLVED** to approve the Clerk's attendance at a New Clerk's Training Day on 25th January 2017 at a cost of £90 (0 VAT) plus travelling.

**64.2** The Clerk advised that staff appraisals had taken place in mid October, apart from the Clerk's, which would be arranged in due course with the Chairman and Vice Chairman. The Clerk briefed Members on two outcomes from appraisals, one relating to purchase of either a vehicle or trailer for use by the Groundsman and the other relating to progression to Deputy Clerk by the Assistant Clerk and attainment of CiLCA. Both items had potential budget implications and it was **AGREED** to consider as part of further budget discussions at the 10<sup>th</sup> November Committee meeting when further information is available.

***The meeting closed at 8.55pm***

.....Chairman

.....Date