



PULBOROUGH PARISH COUNCIL

Working together for a better future

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MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON TUESDAY 28TH JANUARY 2020 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Court, Hare, Henly, Kipp and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.35pm

60. APOLOGIES FOR ABSENCE

All were present. The Chairman thanked Members for agreeing to the change of meeting date from the previously scheduled Thursday 30th January 2020.

61. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

62. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 14th November 2019 as a true and accurate record of the proceedings. The Committee Chairman duly signed the Minutes.

Clerk's Report

A query was raised at a previous meeting regarding Ill Health Liability insurance and what it covered. The Clerk advised that the insurance covered the Council for the strain cost of early retirement of staff through ill health. The cover attracted a discounted rate of employer contributions to the LGPS.

63. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

64. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbook 1 as at 30th November and 31st December 2019 and for Cashbook 3 as at 31st October, 30th November and 31st December 2019. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

Members received and noted the quarterly comparison of Income and Expenditure to budget as at 31st December 2019. Query was raised regarding an overspend of £403 against Sports Pavilion/Fire Equipment and Maintenance. The Clerk advised that this was due to having to replace 5 emergency lights at the Sports Pavilion premises.

The Clerk confirmed that Q2 internal control inspection had been carried out by Cllr Kipp as arranged. It was **AGREED** that Cllr Court would undertake the internal control inspection for Q3 to 31st December 2019 on Friday.

Members received a statement of Earmarked Reserve funds as at 31st October 2019 (circulated).

There were no outstanding creditor invoices over 30 days.

65. SPORTS PAVILION REFURBISHMENT PROJECT

Members noted receipt of communications from Studio 5 Architects Ltd. Advising that they were working with a quantity surveyor to provide a realistic quotation, as discussed at the 9th January 2020 Sports Pavilion Steering Group meeting with them. Studio 5 advised that the anticipated QS fees would be in the region of £2,000. The Clerk sought Members' approval to proceed on this basis as the fees had been unknown previously. The recent change to Financial Regulations meant that the committee had delegated authority to do so. During discussion, it was noted that this was an unavoidable cost to more closely determine the overall project costs and prepare the business plan for the project. However, Members asked the Clerk to negotiate with the architect to achieve a lower price if possible. It was **RESOLVED** to approve QS costs of up to but not exceeding £2,000.

66. S106/CIL MONIES

Members noted the previously circulated details of the SDNP CIL fund 2019/20 availability (deadline for bids 31st January 2020). The Committee also received the latest HDC quarterly S106 & CIL report of unspent and potential funds.

67. WEST SUSSEX PENSION FUND

Members noted the circulated draft results of the Small Scheduled Body Pool from the Actuary for the valuation as at 31st March 2019. The Rates and Adjustment Certificate required under the LGPS Regulations would be published prior to 31st March 2020 showing the minimum contribution rates for all employers applicable from 1st April 2020 to 31st March 2023. The draft rates were unlikely to change from those shown in the schedule.

Members also noted receipt of an updated version WSPF Funding Strategy Statement Consultation, which reflected changes and considerations identified as part of the 2019 Actuarial Valuation Work. The deadline for comments to WSCC was 30th January 2020 however Members did not wish to submit a response.

68. REVIEW OF LGPS SCHEME EMPLOYER DISCRETIONS POLICY

Members reviewed the Local Government Pension Scheme Employer Discretions Policy (previously circulated), as recommended annually. The Clerk had no recommended amendments and Members made no amendments. It was **RESOLVED** to recommend to full Council the re-adoption without amendment of the LGPS Employer Discretions Policy.

69. CONSULTATION ON POLICE POWERS REGARDING UNAUTHORISED ENCAMPMENTS

Members considered the NALC request for parish level views on responding to the Home Office consultation (NALC deadline 19th February 2020). On reviewing the actual consultation questions, the Committee felt these were mostly quite misleading and unclear. However, it was felt important to respond to NALC. It was **RESOLVED** to advise NALC that the Council fully supported the four NALC bullet points proposed for inclusion in the NALC response, and to advise that individual questions had not been addressed due to being misleading.

70. RECREATION ADVISORY COMMITTEE (RECAD)

Members considered the recommendation from the Recreation & Open Spaces Committee to discontinue the RECAD meetings (R&OS 12.12.19, Min. 66 refers). The recommendation included accommodating an item on the R&OS Committee agenda when required for reports/items from clubs and the Deputy Clerk had canvassed the various clubs for their views. Only two responses had been received, both raising no objection to the proposal.

The Committee discussed this at some length with various options of an annual or quarterly meeting with the clubs. It was **RESOLVED** to approve the discontinuation of the RECAD meetings but that a standing item be included on each Recreation & Open Spaces Committee agenda for reports / items from the clubs and that the clubs be sent the committee agenda to remind them of the opportunity to speak with the Council.

71. ITEMS FOR NEXT F&P AGENDA

- Sports Pavilion – Update on project progress, including Business Case.

72. CORRESPONDENCE

Members noted items of correspondence received as follows:-

Action in Rural Sussex Village Hall Conferences

Workshop Notes from 2019 conference, and Notes from Ray Queded (*Copied to Committee*)

IHLI / Hymans Robertson LLP

Reminder to submit any claims to Legal & General for cover of pending cost to employer if any employees have recently through Tier 1 or Tier 2 ill health (IH) retirement.

Publications

Copy of article from The Clerk magazine November 2019, Vol.50 No. 6, about preparation of the annual budget (for general interest) (*copied to Committee*).

Additional Correspondence (received after circulated list:

LGPS Employers/West Sussex County Council - Preparation for March 20 Year End

As part of the requirements for the 31st March pension accounting reports IAS19 / FRS102, employers were asked to advise WSCC pension fund team whether these reports were required. The deadline for response was 7th February 2020 and the Clerk had taken the action of advising that no reports were required, in line with previous PPC decisions and as there was a considerable cost involved.

73. PAYMENTS

Due to the rearranged meeting date, no payments had been processed for authorisation and would be held over to the 6th February 2020 Planning & Services Committee meeting.

The meeting closed at 8.53pm

.....Chairman

.....Date