



# 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 24<sup>TH</sup> JANUARY 2019  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Court, Henly, Kipp, Tilbrook and Queded

**IN ATTENDANCE:** Mrs H Knight (Clerk and RFO)

*The meeting opened at 7.30pm*

**64. APOLOGIES FOR ABSENCE**

All members were present.

**65. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**66. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 29<sup>th</sup> November 2018 as a true and accurate record of the proceeding. The Committee Chairman duly signed the Minutes.

Clerk's Report

The Clerk reported that she was endeavouring to implement the LCRS risk assessment software as soon as possible but unfortunately this was still not complete.

**67. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**68. PARISH COUNCIL FINANCES**

Members received bank reconciliation for Cashbook 1 as at 30<sup>th</sup> November and 31<sup>st</sup> December 2018, Cashbook 2 as at 31<sup>st</sup> October 2018 and for Cashbook 3 as at 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December 2018. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

Members received and discussed a detailed summary of Income and Expenditure compared to Budget as at 31<sup>st</sup> December 2018 and a summary of Earmarked Reserves as at 31<sup>st</sup> December 2018. Members noted that spending was approximately 70% overall, indicating reasonable levels of spend against budget. It was further noted that year on year spending attributable to the Neighbourhood Warden budget indicated annual increases in the region of 6%.

A query was raised over the higher level of interest showing for the last quarter, compared to the June and September quarter ends. The Clerk felt this was due to the better return since setting up the CCLA Public Sector account, but she would check.

Members noted a balance of £0.02 in the Pocket Park earmarked reserve and asked officers to transfer this to General Reserves to 'tidy' figures.

It was **AGREED** that Cllr Tilbrook would carry out the Internal Control Inspection to 31<sup>st</sup> December 2018, which he confirmed he would undertake the following day.

The clerk reported on two MSF hire invoices remaining unpaid over 30 days which were being followed up.

**69. 2019/20 BUDGET AND PRECEPT**

This item had been included in case Council had made any changes to the recommended budget and precept at the 17<sup>th</sup> January meeting. However, the draft budget and precept had been adopted without amendment; therefore no further deliberation was required.

**70. S106 FINANCES**

Members considered the latest HDC Unspent S106 Funds report (January 2019), previously circulated. There were no apparent significant changes of note from the previous iteration. Members discussed briefly anticipated monies from forthcoming developments. Also highlighted was that HDC is still querying high levels of unspent S106 monies held for WSCC.

**71. POLICY REVIEW: REVIEW OF PPC POLICY ON FIRE SAFETY AND RISK ASSESSMENT OF COUNCIL OWNED PROPERTY – SPORTS PAVILION**

Members had received the previous policy for review. The Clerk advised that this did not appear to have been reviewed since its inception in 2010 and would now be included in annual policy reviews. The Clerk reported on the importance of the Council meeting its legal obligations and responsibilities as landlord/employer. This was particularly relevant to the use of the sports pavilion, both for casual users and regular hirers/tenants/club members/public. There would need to be close co-ordination with the Sports & Social Club to ensure safety, proper practices and record keeping. The Social Club had been approached but had not responded, although the Clerk had understood the matter would be discussed at their own committee meeting this week. It was **RESOLVED** to recommend the Fire Safety Policy to full Council for adoption without amendment and that the Clerk continue to work in partnership with the Social Club to ensure compliance and safety.

**72. PULBOROUGH VOLUNTARY COMMUNITY GROUPS – VOLUNTEERING 'GAPS'**

This item had been included at the request of Cllr Tilbrook. Members noted receipt of Notes of a meeting facilitated by HDC held on 29<sup>th</sup> November 2018, looking into volunteering shortages in Pulborough. Cllr Tilbrook had attended, as had the Neighbourhood Wardens and PCP. One action arising had been to investigate whether the Parish Council could assist in a co-ordinating role, which was the reason for the agenda item. However, Cllr Tilbrook was currently liaising with someone who had expressed an interest in providing voluntary administrative support and may be able to fulfil the role. He hoped to be able to report further to the next meeting.

**73. PARISH OFFICE RENT AND ROOM HIRE COSTS**

Members noted the increased rental cost, which was in the region of 3%, and the increases to room hire charges

**74. STAFF TRAINING**

It was **RESOLVED** to ratify attendance of the Clerk and Deputy Clerk at the SALC VAT training seminar on 7<sup>th</sup> February 2019 at a cost of £65.00 + VAT per delegate.

**75. STAFF APPRAISALS**

The Clerk advised that staff appraisals were due to be undertaken and should be completed by the end of March. She anticipated arranging a date in February. It was **RESOLVED** that Cllr Qusted would join the Clerk to carry out staff appraisals and that the Clerk's own appraisal would be conducted by Cllr Qusted and Cllr Clarke.

**76. NATIONAL SALARY AWARD 2019/20 AND NEW PAY SCALES**

Members noted confirmation from SALC/NALC of new national salary awards and pay scales for clerks and staff employed under the terms of the model contract, as agreed by the NJC and applicable from 1<sup>st</sup> April 2019. The Clerk advised that as a result of the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine. This results in changes to all pay scales and adjustments for the spinal column point (SCP) of the Clerk and Deputy Clerk. It was **RESOLVED** to formally approve that the Deputy Clerk's new SCP would be SCP 15 (formally 24) and the Clerk's new SCP would be SCP 28 (formerly 34), with effect from 1<sup>st</sup> April 2019. The Clerk would arrange the necessary changes to contracts as appropriate.

**77. ITEMS FOR NEXT AGENDA**

- Cllr Tilbrook's previous item on co-ordination of voluntary roles/volunteers, dependent on his investigations.
- S106 – Update on WSCC held funds, if available – Cllr Clarke to report

**78. CORRESPONDENCE**

Members noted the correspondence as below (list previously circulated).

**CCLA CLIENT SERVICES**

Changes to public sector deposit fund.

**SLCC**

Short website article on proposed Government changes to CIL.

**79. PAYMENTS**

Following consideration, it was **RESOLVED** that the following payments be approved and signed:

Paul a'Barrow Tree Services	£456.00
ABA (Construction) Ltd	£491.40
Taylor Investments Ltd (Shedstore)	£209.99
Cotswold Grass Seeds Direct	£52.70
Burgess & Randall Ltd	£35.00

***The meeting closed at 8.34pm***

.....Chairman

.....Date