



PULBOROUGH PARISH COUNCIL
Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 25th January 2024 at 7.30pm.**

Harry Quenault
Clerk

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Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 18th January 2024

AGENDA

- 1. Apologies for Absence**
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Thursday 16th November 2023.
- 4. Public Speaking**
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances**
 - To receive and note the reconciliations for Cashbook 1 and Cashbook 3 as at the 31st December 2023 - (Appendix A)
 - To receive and note a summary of Income & Expenditure compared to budget as at the 31st December 2023 – (Appendix B)
 - To note quarterly statement of the earmarked reserves as at the 31st December 2023 – (Appendix C)
- 6. Pulborough Pantry – Creation of Ringfenced Amount**
To ratify a new ringfenced fund for the Pulborough Pantry, to ratify opening a new account within the bank for the Pantry and to receive a verbal report from the Clerk on how the finances are being accounted for appropriately.
- 7. Cricket Club – Potential Resolutions & New Lease Details**
To receive two proposals from the new Chair of the Cricket Club (the Chair of the Cricket Club will be invited to speak) defining a resolution to the previous billing issues and to agree upon a resolution that details this within the new lease which is to be revised with the Cricket Club (the Parish Council may propose a different resolution):

- 1) The Parish Council maintains the square via an external qualified contractor to ECB League standard and charges the cricket club rent.
- 2) Pulborough Cricket Club maintains the square to ECB League standard and pays no rent.

8. Payments

To approve payments for signing. *(Details to be circulated to members at the meeting)*

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank A/c**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|----------------------------------------|-----------------------|------------------------------------|-------------------|
| Current Account | 31/12/2023 | | 100.00 |
| Reserve Account | 31/12/2023 | | 252,873.48 |
| | | | <u>252,973.48</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 252,973.48 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 252,973.48 |
| | | Balance per Cash Book is :- | 252,973.48 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|----------------------------------------|-----------------------|-----------------------------|-------------------|
| CCLA Public Sector Deposit Fun | 31/12/2023 | | 239,979.28 |
| | | | <u>239,979.28</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 239,979.28 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 239,979.28 |
| | | Balance per Cash Book is :- | 239,979.28 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|----------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>101 Administration</u> | | | | | | | |
| 1075 HDC Grants | 200 | 0 | (200) | | | 0.0% | |
| 1076 Precept | 277,323 | 277,323 | 0 | | | 100.0% | |
| 1077 Other Income | 11,059 | 60 | (10,999) | | | 18431.4 | 11,018 |
| 1150 Event Income | 1,296 | 0 | (1,296) | | | 0.0% | 1,296 |
| Administration :- Income | <u>289,878</u> | <u>277,383</u> | <u>(12,495)</u> | | | 104.5% | <u>12,315</u> |
| 4006 Staff Expenses | 249 | 200 | (49) | | (49) | 124.5% | |
| 4010 Members Expenses | 29 | 100 | 71 | | 71 | 29.3% | |
| 4014 Professional Fees | 1,399 | 0 | (1,399) | | (1,399) | 0.0% | |
| 4015 Audit Fees | 1,841 | 1,700 | (141) | | (141) | 108.3% | |
| 4016 Bank Charges | 350 | 300 | (50) | | (50) | 116.8% | |
| 4017 Legal Fees | 1,345 | 2,000 | 655 | | 655 | 67.3% | |
| 4020 Postage | 0 | 400 | 400 | | 400 | 0.0% | |
| 4021 Rent/Room Hire | 5,650 | 5,750 | 100 | | 100 | 98.3% | |
| 4022 Training | 499 | 2,000 | 1,501 | | 1,501 | 24.9% | |
| 4025 Stationery & Office | 1,986 | 2,200 | 214 | | 214 | 90.3% | |
| 4030 Subscriptions | 2,163 | 2,500 | 337 | | 337 | 86.5% | |
| 4031 Rates | 600 | 0 | (600) | | (600) | 0.0% | |
| 4035 Insurance | 6,966 | 6,500 | (466) | | (466) | 107.2% | |
| 4037 IT Support | 3,196 | 2,706 | (490) | | (490) | 118.1% | |
| 4045 Event Cost | 993 | 0 | (993) | | (993) | 0.0% | 993 |
| Administration :- Indirect Expenditure | <u>27,265</u> | <u>26,356</u> | <u>(909)</u> | <u>0</u> | <u>(909)</u> | 103.5% | <u>993</u> |
| Net Income over Expenditure | <u>262,613</u> | <u>251,027</u> | <u>(11,586)</u> | | | | |
| 6000 plus Transfer from EMR | 1,493 | | | | | | |
| 6001 less Transfer to EMR | 17,315 | | | | | | |
| Movement to/(from) Gen Reserve | <u>246,791</u> | | | | | | |
| <u>103 Capital</u> | | | | | | | |
| 1033 Other Grants | 150 | 0 | (150) | | | 0.0% | |
| Capital :- Income | <u>150</u> | <u>0</u> | <u>(150)</u> | | | | <u>0</u> |
| Net Income | <u>150</u> | <u>0</u> | <u>(150)</u> | | | | |
| <u>104 Loans and Finance</u> | | | | | | | |
| 1040 Interest on A/c's | 10,401 | 100 | (10,301) | | | 10400.6 | 5,121 |
| Loans and Finance :- Income | <u>10,401</u> | <u>100</u> | <u>(10,301)</u> | | | 10400.6 | <u>5,121</u> |
| Net Income | <u>10,401</u> | <u>100</u> | <u>(10,301)</u> | | | | |
| 6001 less Transfer to EMR | 5,121 | | | | | | |
| Movement to/(from) Gen Reserve | <u>5,280</u> | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>105 MSF</u> | | | | | | | |
| 1050 MSF | 757 | 1,000 | 243 | | | 75.7% | |
| | | | | | | | |
| MSF :- Income | <u>757</u> | <u>1,000</u> | <u>243</u> | | | 75.7% | 0 |
| 4080 MSF | 369 | 5,000 | 4,631 | | 4,631 | 7.4% | |
| | | | | | | | |
| MSF :- Indirect Expenditure | <u>369</u> | <u>5,000</u> | <u>4,631</u> | 0 | 4,631 | 7.4% | 0 |
| | | | | | | | |
| Net Income over Expenditure | <u>388</u> | <u>(4,000)</u> | <u>(4,388)</u> | | | | |
| <u>106 Staff Costs</u> | | | | | | | |
| 4000 Administration Salaries | 48,544 | 57,500 | 8,956 | | 8,956 | 84.4% | |
| 4001 Employers NI & Tax | 6,204 | 5,800 | (404) | | (404) | 107.0% | |
| 4002 Superannuation | 15,320 | 21,225 | 5,905 | | 5,905 | 72.2% | |
| 4003 Village Sweeping Salary | 3,057 | 9,950 | 6,893 | | 6,893 | 30.7% | |
| 4005 Recreation Salary | 21,305 | 28,660 | 7,355 | | 7,355 | 74.3% | |
| 4007 Neighbourhood Wardens | 0 | 67,676 | 67,676 | | 67,676 | 0.0% | |
| | | | | | | | |
| Staff Costs :- Indirect Expenditure | <u>94,429</u> | <u>190,811</u> | <u>96,382</u> | 0 | 96,382 | 49.5% | 0 |
| | | | | | | | |
| Net Expenditure | <u>(94,429)</u> | <u>(190,811)</u> | <u>(96,382)</u> | | | | |
| <u>107 Discretionary</u> | | | | | | | |
| 1021 Street Cleaning | 6,875 | 6,100 | (775) | | | 112.7% | |
| 1022 S106 Grants Received | 500 | 0 | (500) | | | 0.0% | |
| | | | | | | | |
| Discretionary :- Income | <u>7,375</u> | <u>6,100</u> | <u>(1,275)</u> | | | 120.9% | 0 |
| 4090 Contingency | 1,223 | 4,000 | 2,777 | | 2,777 | 30.6% | |
| 4091 Grants & Donations | 2,000 | 2,000 | 0 | | 0 | 100.0% | |
| 4096 Memorial Garden | 34 | 100 | 66 | | 66 | 33.5% | |
| | | | | | | | |
| Discretionary :- Indirect Expenditure | <u>3,256</u> | <u>6,100</u> | <u>2,844</u> | 0 | 2,844 | 53.4% | 0 |
| | | | | | | | |
| Net Income over Expenditure | <u>4,119</u> | <u>0</u> | <u>(4,119)</u> | | | | |
| <u>201 Highways</u> | | | | | | | |
| 1020 Christmas Lighting | 600 | 370 | (230) | | | 162.2% | |
| | | | | | | | |
| Highways :- Income | <u>600</u> | <u>370</u> | <u>(230)</u> | | | 162.2% | 0 |
| 4200 Christmas Lighting | 4,305 | 4,300 | (5) | | (5) | 100.1% | |
| 4210 Equipment | 202 | 550 | 348 | | 348 | 36.7% | |
| 4225 Refuse Collections | 2,028 | 1,569 | (459) | | (459) | 129.2% | |
| 4230 Other | 289 | 2,250 | 1,961 | | 1,961 | 12.8% | |
| | | | | | | | |
| Highways :- Indirect Expenditure | <u>6,823</u> | <u>8,669</u> | <u>1,846</u> | 0 | 1,846 | 78.7% | 0 |
| | | | | | | | |
| Net Income over Expenditure | <u>(6,223)</u> | <u>(8,299)</u> | <u>(2,076)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>202 Street Lighting</u> | | | | | | | |
| 4250 Street Lighting - Supply & Mai | 7,895 | 8,276 | 381 | | 381 | 95.4% | |
| Street Lighting :- Indirect Expenditure | 7,895 | 8,276 | 381 | 0 | 381 | 95.4% | 0 |
| Net Expenditure | (7,895) | (8,276) | (381) | | | | |
| <u>301 Allotments</u> | | | | | | | |
| 1100 Allotment Tenancies | 2,487 | 1,950 | (537) | | | 127.6% | |
| Allotments :- Income | 2,487 | 1,950 | (537) | | | 127.6% | 0 |
| 4301 Allotments Water | 6 | 650 | 644 | | 644 | 0.9% | |
| 4305 Allotments Maintenance & Repai | 433 | 567 | 134 | | 134 | 76.4% | |
| Allotments :- Indirect Expenditure | 439 | 1,217 | 778 | 0 | 778 | 36.1% | 0 |
| Net Income over Expenditure | 2,048 | 733 | (1,315) | | | | |
| <u>302 Bowling Club</u> | | | | | | | |
| 4321 Bowling Club Water | 253 | 350 | 97 | | 97 | 72.3% | |
| Bowling Club :- Indirect Expenditure | 253 | 350 | 97 | 0 | 97 | 72.3% | 0 |
| Net Expenditure | (253) | (350) | (97) | | | | |
| <u>303 Grounds Maintenance</u> | | | | | | | |
| 4340 Contracted Maintenance | 564 | 2,266 | 1,702 | | 1,702 | 24.9% | |
| 4342 Tree Works | 2,380 | 5,000 | 2,620 | | 2,620 | 47.6% | |
| 4343 Water | 2,156 | 4,500 | 2,344 | | 2,344 | 47.9% | |
| Grounds Maintenance :- Indirect Expenditure | 5,100 | 11,766 | 6,666 | 0 | 6,666 | 43.3% | 0 |
| Net Expenditure | (5,100) | (11,766) | (6,666) | | | | |
| <u>304 Pavilion</u> | | | | | | | |
| 4014 Professional Fees | 1,650 | 0 | (1,650) | | (1,650) | 0.0% | 1,650 |
| 4360 Boiler & Shower | 162 | 800 | 638 | | 638 | 20.3% | |
| 4362 Electricity & Gas | 3,120 | 5,260 | 2,140 | | 2,140 | 59.3% | |
| 4363 Fire Equipment/Maintenance | 465 | 1,155 | 690 | | 690 | 40.3% | |
| 4364 Repairs | 2,090 | 3,400 | 1,310 | | 1,310 | 61.5% | |
| 4365 Other Pavilion | 32 | 350 | 318 | | 318 | 9.1% | |
| Pavilion :- Indirect Expenditure | 7,519 | 10,965 | 3,446 | 0 | 3,446 | 68.6% | 1,650 |
| Net Expenditure | (7,519) | (10,965) | (3,446) | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>305 Other Recreation</u> | | | | | | | |
| 1120 Social Club Tenancies | 8,481 | 9,507 | 1,026 | | | 89.2% | |
| 1121 Sports Club Tenancies | 545 | 2,900 | 2,355 | | | 18.8% | |
| Other Recreation :- Income | <u>9,027</u> | <u>12,407</u> | <u>3,380</u> | | | 72.8% | 0 |
| 4391 Maintenance Supplies | 431 | 500 | 69 | | 69 | 86.2% | |
| 4392 Playground | 624 | 9,000 | 8,376 | | 8,376 | 6.9% | |
| 4393 Tractors & Equipment | 1,351 | 5,000 | 3,649 | | 3,649 | 27.0% | |
| 4394 Other Recreation | 50 | 0 | (50) | | (50) | 0.0% | |
| 4395 NCRG | 0 | 100 | 100 | | 100 | 0.0% | |
| 4396 Pocket Park | 403 | 200 | (203) | | (203) | 201.6% | |
| 4397 Youth Worker | 3,758 | 15,000 | 11,242 | | 11,242 | 25.1% | |
| Other Recreation :- Indirect Expenditure | <u>6,617</u> | <u>29,800</u> | <u>23,183</u> | 0 | 23,183 | 22.2% | 0 |
| Net Income over Expenditure | <u>2,410</u> | <u>(17,393)</u> | <u>(19,803)</u> | | | | |
| Grand Totals:- Income | 320,675 | 299,310 | (21,365) | | | 107.1% | |
| Expenditure | 159,967 | 299,310 | 139,343 | 0 | 139,343 | 53.4% | |
| Net Income over Expenditure | <u>160,708</u> | <u>0</u> | <u>(160,708)</u> | | | | |
| plus Transfer from EMR | 1,493 | | | | | | |
| less Transfer to EMR | 22,436 | | | | | | |
| Movement to/(from) Gen Reserve | <u>139,766</u> | | | | | | |

Earmarked Reserves

| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|------------------------------------|------------------------|----------------------|------------------------|
| 315 EMR - Pulborough Pantry | 0.00 | 302.91 | 302.91 |
| 320 EMR - MSF Resurfacing/Playgrou | 5,101.86 | 116.42 | 5,218.28 |
| 321 EMR - Pav Refurb/Tractor Shed | 178,063.91 | 3,557.91 | 181,621.82 |
| 324 EMR - New Tractor/Machinery | 1,925.22 | 5,103.69 | 7,028.91 |
| 325 EMR - Neighbourhood Plan | 2,625.31 | 59.96 | 2,685.27 |
| 326 EMR - Neighbourhood Wardens | 20,210.73 | 461.25 | 20,671.98 |
| 327 EMR - Community Benefit Fund | 2,380.53 | 54.37 | 2,434.90 |
| 328 EMR - CIL Monies | 295.61 | 11,156.95 | 11,452.56 |
| 329 EMR - Legal Fees | 5,646.55 | 128.87 | 5,775.42 |
| | <u>216,249.72</u> | <u>20,942.33</u> | <u>237,192.05</u> |