



## **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 29<sup>th</sup> JANUARY 2015 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Clarke (Chairman), Ellis, Kipp, Queded, Tilbrook & Wallace.

**IN ATTENDANCE:** Sarah Norman (Clerk and Responsible Financial Officer).

*The meeting opened at 7.30pm*

**62. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**63. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**64. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13<sup>th</sup> November 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

Item 57 - Grants

Most recipients have written letters of thanks; the Pythons thanked the Council at a recent meeting of the Recreation & Advisory Committee.

Item 58 - Budget & resulting Precept for 2015/16

As known, a 1% increase in the per household charge had been agreed at Full Council on 22<sup>nd</sup> January. It was noted that, due to rounding, the total figure should be recorded as £175,018 rather than the £175,007 as referred to at the meeting. The necessary paperwork has now gone to HDC.

**65. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public that had given notice of wishing to speak.

**66. PARISH COUNCIL FINANCES**

Members received a Bank Reconciliation for cashbook 1 as at 30<sup>th</sup> November and 31<sup>st</sup> December 2014 together with the reconciliation for cashbook 2 for the quarter ending 31<sup>st</sup> December 2014. Members confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

Members received a summary of Income & Expenditure compared to Budget as at the end of the third quarter, 31st December 2014.

Members received a summary of earmarked reserves as at 31st December 2014.

Members agreed that Cllr Tilbrook should carry out the inspection for the quarter ending 31st December 2014, as per the Internal Control Policy, as soon as possible.

Finally, Members noted the following invoices which were more than 30 days overdue

- i) Snooker Club (£400) balanced owed for 2014/15 rent
- ii) Beneficial Health (£10) for Christmas Lighting issued 1<sup>st</sup> December 2014
- iii) The Corn Store (£10) for Christmas Lighting issued 1<sup>st</sup> December 2014
- iv) Andrews Hair Salon (£10) for Christmas Lighting issued 1<sup>st</sup> December 2014
- v) The White Horse Inn (£10) for Christmas Lighting issued 1<sup>st</sup> December 2014
- vi) Nat West Bank (£10) for Christmas Lighting issued 1<sup>st</sup> December 2014

Cllr Kipp agreed to contact the individual traders to chase for payment for the Christmas lighting.

#### **67. OFFICE EQUIPMENT**

The Clerk informed Members that the new computers had been installed and everything was working well. The IT support contractor had only to transfer the programmes to administer the website and then the change would be complete. This issue was proving a little problematic but it was hoped that it would be completed shortly. The Clerk reported the sad news that Jim Noble, who had created the website and for many years acted as administrator, had died at the end of last year.

Members then went on to discuss other equipment and it was AGREED that the office chairs for both the Clerk and Assistant Clerk should be replaced as they were very old and broken in places. The Clerk was instructed to purchase these before the end of the financial year.

Finally, the Clerk requested a small fridge for the Parish Office and Members AGREED.

#### **68. STAFF SALARIES**

Due to the nature of this item, the discussion was deemed Confidential and members of the public and press were asked to leave the room.

**RESOLVED: The Assistant Clerk to receive a pay increase wef from 1<sup>st</sup> April 2015 of 2.2% in recognition of additional duties with all remaining staff to receive an increase of 2% per annum.**

#### **69. STAFF APPRAISALS**

Cllr Quested AGREED to carry out the appraisals with the Clerk before 31<sup>st</sup> March, the date to be confirmed.

Cllr Quested and Clarke AGREED to carry out the appraisal of the Clerk on Tuesday 7<sup>th</sup> April at 12.30pm. (*Subsequent to the meeting the date was changed to 14<sup>th</sup> April due to Clerk's annual leave.*)

#### **70. LOCAL GOVERNMENT PENSION SCHEME**

After discussion, Members AGREED that the production of the IAS19/FRS17 reports was not required by Pulborough Parish Council.

**RESOLVED: No IAS19/FRS17 is required.**

**71. CORRESPONDENCE**

The were no correspondence

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

The provision of Village Wardens and financial considerations (Cllr Ellis).

It was noted that the meeting planned for February may not be required and in this case this item would be included on the agenda for the March meeting.

**73. PAYMENTS**

Members received, considered and approved with all in favour payments to be made.

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

	£
SLCC	118.80
Mrs S Norman	14.40
Mr L Ellis	5.00
ABA (Construction) Ltd	154.50

***The meeting closed at 8.16pm***

.....Chairman

.....Date