



PULBOROUGH PARISH COUNCIL

Working together for a better future

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 22ND JUNE 2023 AT THE SPORTS PAVILION

PRESENT: Cllrs: Hands (Chairman), Clarke, Court, Ellis-Brown and Lee

IN ATTENDANCE: Mrs H Knight (Clerk & RFO)
2 members of public (representing Sussex Clubs for Young People)
(part of meeting)

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE

Apologies for absence and reasons were received and approved from Cllrs Hunt (personal), Mote (work commitment) and Wallace (personal).

2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

3. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 27th April 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

The Clerk reminded members of her forthcoming departure from post. In liaison with the Chairman and Vice Chairman, she had extended her leaving date by one week to 31st July and would be taking annual leave prior to that from week commencing 24th July 2023 for the six days.

4. SUB-COMMITTEE MEETING MINUTES

The Committee received and **RESOLVED** to **APPROVE** the Minutes, reports and recommendations of the Finance & Policy Staffing Sub-Committee Meeting held on 25th May 2023.

5. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed the Western Area Team Manager and Operations Manager of Sussex Clubs for Young People (SCYP). The meeting was **adjourned at 7.40pm and reconvened at 7.57pm.**

During the adjournment the two representatives from SCYP spoke regarding agenda item 6 (future youth service provision and accommodation) and advised that SCYP was facing major difficulties.

Members asked some questions for better understanding of the situation, and thanked the two representatives for attending at what must be a very uncertain time for them personally. Members also registered their thanks and appreciation for the dedication shown in delivering the Purple Bus outreach service in Pulborough.

6. SUSSEX CLUBS FOR YOUNG PEOPLE (SCYP) – YOUTH SERVICE PROVISION

It was noted that the future of SCYP was currently uncertain due to funding difficulties, with the likelihood of restructuring and/or redundancies occurring. Currently nothing firm was known, but the two representatives had confirmed that a service would continue until at least the end of July.

The Clerk confirmed that an email from SCYP Chairman had been received advising of the resignation of the CEO, with indication that SCYP was experiencing problems and may be investigating a merger.

Members discussed the imminent changes for SCYP and the impact for Pulborough. Unfortunately, it did not appear that there was an alternative service provider available for this area. It was noted that St Mary's School were still actively investigating taking ownership of the previous youth club space at the school but this was still a longer term project. Cllr Lee advised that he had contact with The Chancton Trust which might be able to support some youth service provision. It was noted that SCYP had recently been paid their advance invoice for the quarter for July-September 2023.

It was **RESOLVED** that Cllr Lee would follow up his contact for youth services and report back and that the Clerk would follow up with SCYP regarding their immediate plans and any refund due to the Council.

7. STORAGE CONTAINERS AT SPORTS & SOCIAL CLUB CAR PARK

The Committee considered the previously circulated proposal from Pulborough Community Partnership and The Sports & Social Club to jointly request permission to remove two failing containers at the pavilion car park and install replacements. One serviceable container would be retained but moved temporarily to allow the works before being moved back. There would be no cost to the Council and all containers would be placed on a base, also all being placed in a north-south direction rather than the current east-west position. All residents on the traffic route from leaving A roads to the site location would be informed regarding the works. All works would be undertaken by the proposers and any making good would be their responsibility. No containers would be on the current tarmac area of the car park.

Lengthy discussion ensued about potential arrangements, with Members generally supportive of the principle. It was **RESOLVED** to grant permission for the containers as proposed, and that a formal Agreement would be drawn up between the Council and the Sports & Social Club / Pulborough Community Partnership setting out the following terms of usage:

- A peppercorn annual rent to be charged, amount to be agreed;
- A termination clause to be included;
- The containers are to be strictly for storage use of Pulborough Community Partnership, the Sports & Social Club / sports clubs only and are not to be used for private or other business use/storage;
- Consideration to be given to the use of anti-climb paint but no barbed wire.

8. PARISH COUNCIL FINANCES

Members received and noted the quarterly summary of Earmarked Reserves to 31st March 2023.

Members agreed to appoint Cllr Hands to undertake the internal control inspection to 31st March 2023, as per Internal Control Policy, date to be agreed with the Clerk.

There was one overdue creditor invoice to report, from one of the sports clubs, being annual rent of £350. The club has been sent a reminder.

Members briefly discussed long term financial plans and it was noted that a Projected Planning document is usually reviewed by the committee each September covering a 3-4 year span.

9. RISK REGISTER

Members considered the Risk Register 2023-24, previously circulated. Some Members felt that there were some major amendments and additional detailing needed whilst others felt that the list could be reduced or refined. Following discussion, it was **RESOLVED** to appoint a Task & Finish Group comprising Cllrs Ellis-Brown and Hands, who would fully review the Risk Register and report back to the July Committee meeting.

10. ASSET REGISTER

Members noted receipt of the previously circulated Asset Register.

11. ASSET MANAGEMENT – SPORTS & SOCIAL CLUB

Following referral from full Council, Members considered two quotations for a complete survey of the Sports & Social Club to identify the immediate priorities and medium/longer term issues. It was **RESOLVED** to appoint David Lewis Chartered Surveyors to undertake the work as soon as possible, at a cost of £220 + VAT per hour, with a likely timeframe of 6-8 hours being needed for the inspection and subsequent report work.

12. ASSET MANAGEMENT – RECREATION GROUND

It was noted that the Clerk and Cllr Ellis-Brown are working on a pre-planning application advice request to Horsham District Council, which will be submitted as soon as possible.

13. ASSET MANAGEMENT - MULTI SPORTS FACILITY (MSF/MUGA)

Members had received details of previous quotes obtained in 2021 for replacement facilities which were in the region of c£102k-£134k. The potential for grants and sponsorship funding was discussed. As part of further investigation, the Clerk was asked to approach a resident who had indicated they had contact with a potential sponsor. The Clerk would advise that the sums likely to be involved were c£25-30k for resurfacing only or c£140k for replacement MUGA facility. Response would be reported back to the next meeting.

14. SPORTS PAVILION DEVELOPMENT PROJECT

There was nothing to report.

15. TRACTOR SHED – ALARM SERVICE KEY HOLDERS

The Clerk reported that 3 named contacts were required by the alarm contractor/out of hours service, within 20minutes of the site. Currently the Groundsman was one contact but lived further away, Cllr Clarke had stepped down as the second contact, and the third contact was the Clerk, who would be leaving the Council. Following discussion, no one was available to be a named contact and it was **AGREED** to ask all councillors at the next Council meeting.

16. GROUNDSMAN VEHICLE USE

It had become increasingly apparent that the Groundsman using his own personal vehicle presented issues for the Council when that vehicle needed repairs or was out of action. Members considered the Clerk's verbal report on whether to investigate purchase or lease of a suitable works vehicle for use by the Groundsman. It was **RESOLVED** that new Clerk would undertake a scoping investigation for further consideration when budget setting.

17. LEASES – PULBOROUGH BOWLS CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

There was no further update or progress to report.

18. CORRESPONDENCE

There was no correspondence.

19. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these (listed below), and the payments list and invoices were duly signed.

WSSC	£10,582.60
LASER	£215.47
KCS Procurement Services	£68.70

The meeting closed at 9.35pm.

.....Chairman

.....Date