



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY  
COMMITTEE HELD ON WEDNESDAY 22<sup>ND</sup> FEBRUARY 2017  
AT THE SPORTS PAVILION**

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

**IN ATTENDANCE:** Mrs H Knight (Clerk and Responsible Financial Officer)  
Mr R Sadler, representing Goodman Nash (part of meeting)

*The meeting opened at 7.30pm*

**90. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Reddin.

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

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

**92. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26<sup>th</sup> January 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report from meeting on 26<sup>th</sup> Jan 2016

Min. 77 - Parish Council Finances: The quarterly inspection to 31<sup>st</sup> December 2016 has not yet taken place due to unforeseen circumstances and arrangements for this will very shortly be made with Cllr Tilbrook, to comply with the Internal Control Policy.

Min. 78 - Minor Amendments to the Financial Regulations following NALC update: Having checked, it will be appropriate to notate pounds sterling only, not Euro value, for the relevant monetary stipulations. Full Council approved this on 16<sup>th</sup> February, the Clerk will now amend the file documents accordingly, ready for Annual Council Meeting in May.

Min. 79.2 - Insurance of new Outside Gym Equipment: This is now included in the Council's insurance policy, at an additional annual premium of £99.64 inc IPT, the new schedule has been received detailing this. The invoice for the mid-term adjustment premium of £61.42 is in this meeting's list of payments for authorisation, which is slightly less than was previously advised.

Min. 81 - Pulborough Football Club: The club was informed that the Council had not approved a rebate but were sent a Grant Aid application form and have advised that

they will be submitting this. They have been requested to submit this before 31<sup>st</sup> March 2017 if possible so that the funds would be from the 2016 Grant Aid budget.

Min. 84.3 - Administrative Restructure - Promotion of Assistant Clerk to Deputy Clerk was approved by full Council on 16<sup>th</sup> Feb 2016. The contractual details as highlighted to and agreed by the Committee will be dealt with by the Clerk, including updating the job description.

**93. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**94. TO RECEIVE PRESENTATION FROM GOODMAN NASH ON POTENTIAL RATES REBATE AND FUTURE SAVINGS**

The Chairman welcomed Mr Rob Sadler of Goodman Nash, who gave a short presentation on council tax savings and rebate that the company could potentially secure for the Council.

In 2010 the Government introduced a scheme of rate relief for certain categories of council tax payment, including local authorities. Using the current rateable value of £10,600 for the Rectory Lane Recreation Ground, instead of the rate bill of £5,082, this could be reduced to £3,011.50 pa. and a total rebate of £8,226 gross backdating to 2010 could potentially be secured for the council.

Members asked various questions including a request that Goodman Nash consider a revised percentage for their service as it was felt the 35% charge was excessive. It was noted that a fee is only charged if a rebate application is successful. Mr Sadler confirmed that he would investigate this and contact the Clerk as soon as possible. The Committee felt that it would be sensible for Council to consider proceeding with this initiative subject to the further information requested. It was therefore **RESOLVED** to **RECOMMEND** to full Council in principle support for proceeding subject to negotiation of an agreed revised contractual fee. Following a query as to whether other council owned land was implicated or affected eligibility for rebate, it was **AGREED** that the Clerk would send Goodman Nash details to clarify this aspect.

**95. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 to 31<sup>st</sup> January 2017. Members confirmed their agreement to the Bank Statements.

Members noted that there were only three invoices which were more than 30 days overdue. These related to outstanding payment by sports clubs, one of which formed a later agenda item.

**96. RISK REGISTER: TO RECEIVE UPDATE REGARDING THE RISK REGISTER REVIEW AND TO RECEIVE, REVIEW AND AGREE UPDATED ENTRIES**

The Clerk advised that she and Cllr Tilbrook had unfortunately not yet found an opportunity to undertake the review previously agreed. In the meantime, in order to ensure up to date, accurate, recording and control systems, the Clerk and Deputy Clerk continued to update the council's Risk Register as appropriate. The agenda item therefore was to ensure that the Committee was kept aware and fulfilled its obligations in terms of continuing to monitor risks using the existing system, until such time as a review has taken place. It was **RESOLVED** to add the Risk Register Review to the April Committee meeting.

**97. TO CONSIDER REQUEST FOR GRANT AID FUNDING FROM CITIZENS ADVICE HORSHAM**

During discussion, it was noted that the organisation had not requested funding from the 2016/17 financial round, although they had successfully applied for 2014/15 funding. It was **RESOLVED** to advise Citizens Advice Horsham that they

should apply for the 2017/18 financial year Grant Aid funding and that they be asked to supply with their application some statistics showing how many people in the village area they had assisted.

**98. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME DISCRETIONARY POWERS**

The Committee needed to consider whether the Council wished to make any changes to its discretions policy (copied to Committee). The Clerk advised that in her opinion, although a review must be undertaken, no changes were necessary at this time unless Council so wished. It was noted that the Council must undertake an annual review of its Discretions Policy and advise West Sussex County Council of any amendments by the end of February each year. The Clerk had made a calendar note regarding annual review for December/January each year accordingly. Having reviewed the policy, it was **RESOLVED** that no amendments would be made to the Council's Discretions Policy and the Clerk would advise the County Council of this.

**99. PROJECTED PLANNING (MEDIUM TO LONG TERM PLAN)**

The Committee noted receipt of the updated Projected Planning (Medium to Long Term Plan). As the Transport Plan is now seven years old it was felt that this ought to be reviewed. It was **AGREED** that Cllr Tilbrook would raise this with the WSCC Area Highways Manager at their forthcoming meeting arranged through P&S Committee. It was **RESOLVED** that the Clerk make a calendar note for Committee to review the Projected Planning in September.

**100. SECTION 106 FUNDS / COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Clerk had recently contacted HDC as decided at the last meeting, regarding queries including the reduction of £40,865.48 against DC/05/0736 for Pulborough centre improvements, and a response was anticipated shortly. It was **RESOLVED** that the Clerk should also query the S106 funding for the council's newly installed outside gym equipment: £18,028.16 had been reimbursed, however this was £2,521.09 less than shown on the District Council's last S106 report. It was **AGREED** that Cllr Quedsted would forward a draft 'wish list' he had produced for S106/CIL funding to the Clerk for future Committee consideration.

**101. NALC LEGAL TOPIC NOTES (LTN)**

Members noted receipt of updated LTN 13 (Policing Your Area) and LTN 40 (Local Councils Documents and Records). The Clerk highlighted that the Council's Document Retention Policy may need updating as a result of LTN 40. It was **RESOLVED** that the Clerk would review this and report back if necessary.

**102. PULBOROUGH RECREATION GROUND SPORTS AND SOCIAL CLUB: TO CONSIDER REQUESTS FROM THE CLUB RELATING TO RENTAL AND TENANCY MATTERS**

The Committee noted receipt of correspondence from the Sports & Social Club raising various maintenance issues, and requesting reconsideration of their last quarter rent and a meeting with the Council to discuss future rental structure.

The Clerk updated the Committee on urgent action undertaken, in liaison with the Chairman, to ascertain the degree of urgency or any health and safety risk relating to the maintenance issues raised by the club. Having established that the matters needed prompt attention but did not pose immediate health and safety risk, quotations were being obtained for repair work as soon as possible, which would be reported through the Recreation & Open Spaces Committee in line with their remit.

Having discussed the club's request regarding rent review and a meeting, it was **RESOLVED** that the Clerk should advise them as follows:-

- Whilst the Council was sympathetic to recent difficulties being encountered, the last quarter rent would not be waived, however, the club would be given a four week 'grace' period for invoice payment.
- The Council did not feel a separate meeting was necessary to discuss future rent structure as the Council's two representatives regularly attended the club's meetings and the club's own representative could attend the Council's monthly Advisory Committee meetings, providing ample opportunity for liaison on such matters.
- With regard to the club's query that they had not been involved in the Council's discussions with users regarding the Council's proposals for rebuilding the Sports Pavilion, the sports clubs had been approached due to their very specific needs in a future building and matters were presently still at a very early stage of discussion by the Council.

**103. CORRESPONDENCE**

Members noted correspondence received as per the list circulated, detailed below:

**Southern Water**

Notice that water and wastewater service provider is changing: From April 2017 non-household retail water market in England opens to competition. Southern Water opted to sell its non-household retail business last year and from 1<sup>st</sup> April the parish council's service provider will be Business Stream.

**WSCC**

LGPS - Draft Investment Strategy Statement. The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 require administering authorities to formulate and to publish a statement of its investment strategy, in accordance with guidance issued from time to time by the Secretary of State. The West Sussex Pension Fund's draft Investment Strategy Statement is now available for consultation and comment (copied to Committee).

**LSI Energy - Market Update**

Details of SLCC Member benefits

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

No items were put forward. Cllrs Clarke and Kipp both gave their advance apologies for the next meeting, due to prior commitments. The Clerk advised that as both Chairman and Vice Chairman of the Committee would therefore be absent, a chairman for the meeting would need to be appointed at the time.

**105. PAYMENTS**

Members received, considered and approved payments to be made. It was **RESOLVED:** that the payment of the following Direct Debits or Cheques be approved and signed:

	£
Kent County Council	85.61
George Potbury Forestry Ltd	900.00
Came & Company	61.42

***The meeting closed at 8.55pm***

.....Chairman

.....Date