



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 25TH APRIL 2019 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Court, Kipp, Henly, Tilbrook and Quedstedt
(from Min.109)

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

105. APOLOGIES FOR ABSENCE

None received.

106. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

107. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 28th March 2019 as a true and accurate record of the proceedings. The Committee Chairman duly signed the Minutes.

Clerk's Report

Min. 94, 22.02.17 – Rates Rebate: The Clerk advised that in line with the rebate received from HDC in the previous two financial years, the invoice for 2019/20 for Pulborough Recreation Ground had been received showing a zero liability due to Small Business Rate Relief. Members were pleased to note this saving.

LCRS Risk Register: The Clerk advised that due to pressure of work, the new LCRS Risk Register software had not yet been fully implemented. She had now delegated the population of the various sections to the Deputy Clerk and it was hoped the new system would shortly be fully in place. In the meantime, the outgoing Risk Register would need to be considered by Council at its next meeting if the new version was still not operational, as it is a requirement for Council to review and adopt its Risk Register annually.

Min. 87, 28.02.19 - Community Youth Worker: The Clerk had, as instructed, obtained references and constitution/financial information about Sussex Clubs for Young People Ltd (SCYP). Their quotation and proposals for delivery of the youth service had in the event been discussed and approved at the March Full Council meeting.

Min. 88, 28.02.19 - Neighbourhood Wardens: Due to time limitations for implementation, a revised shift pattern had been decided on at the March full Council meeting and would take effect from early May 2019.

108. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

109. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbooks 1, 2 and 3 as at 31st March 2019. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

Members received a summary of Income and Expenditure compared to budget to 31st March 2019.

Members received a statement of Earmarked Reserves as at 31st March 2019.

It was noted that as part of the council's audit procedures, the Council is required to confirm on the Annual Return that an adequate system of internal control has been maintained, including measures designed to prevent and detect fraud and corruption, and that its effectiveness has been reviewed. The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

Members reviewed the system of internal control procedures and the previously circulated Internal Control Policy and **RESOLVED to RECOMMEND** the policy to council for adoption without amendment, and that the systems in place are effective.

It was noted that there has been a tendency for the same Committee Members to carry out the quarterly internal control checks, which is not good practice and is not in line with the Internal Control Policy. It was therefore **AGREED** that in future care should be taken to ensure that a rota of different Members is established to avoid this pattern repeating and potential risk of a complacent approach being taken by the Council.

Members received Section 1 Annual Governance Statement 2018/19 of the Annual Governance and Accountability Return (AGAR). Following consideration, it was **RESOLVED to RECOMMEND** to Council answering 'Yes' to statements 1-8, noting that statement 9 was not applicable to the Council. It was further **RESOLVED to RECOMMEND** to Council approval of the Annual Governance Statement for 2018/19 and that Section 1 be signed by the Chairman of the Full Council meeting approving the Annual Governance Statement, and by the Clerk.

Members received the accounts for the year ended 31st March 2019, including:-

- Annual Return (Alpha version)
- Income & Expenditure Account for Year Ended 31st March 2019 (Alpha)
- Balance Sheet (Alpha)
- Explanation of Variances (as required by External Auditor)
- Bank Reconciliation as at 31st March 2019 (as required by External Auditor)
- Reconciliation between boxes 7 and 8 (Section 1, AGAR. as required by External Auditor)

It was **RESOLVED to RECOMMEND** the accounts to Council.

Members received Section 2 Accounting Statements 2018/19 of the Annual Governance and Accountability Return (AGAR). Following consideration of the statements detailed in the AGAR, it was **RESOLVED to RECOMMEND** to Council approval of the Accounting Statements for 2018/19 and that Section 2 be signed by

the Chairman of the Full Council meeting approving the Accounting Statements, noting that the Accounting Statements would be signed by the Responsible Financial Officer prior to presentation to that meeting.

It was noted that the addition of the earmarked funds on to the Rialtas accounting software now gave a better illustration of the Council's financial position. It was further noted with concern that general reserves were shown to be running at a lower level than expected with potentially only around three months' operational costs available. The Clerk reported that between three to six months' running costs was advisable and this would need to be a serious consideration when looking at budget setting or considering any additional projects.

There were no creditor invoices of over 30 days outstanding.

It was noted that as per the Internal Control policy and as previously agreed, Cllr Queded would carry out the internal control inspection for quarter 4 to 31st March 2019 in early April.

110. APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20 FINANCIAL YEAR

It was **RESOLVED** to re-appoint Auditing Solutions Ltd for the financial year 2019/20.

111. TO RATIFY ANNUAL REPORT, INCLUDING REPORT BY CHAIRMAN OF FIANCE & POLICY COMMITTEE

Members received the circulated draft Annual Report with Chairman of Council and Committee Chairman reports. Cllr Tilbrook had not yet completed the report for the Planning & Services Committee. As time was of the essence to meet the Pulborough Community Bulletin printing and distribution deadline, it was **AGREED** that Cllr Tilbrook would forward his report to the Clerk/Deputy Clerk the following day for circulation to committee members for comment. The Clerk would then make any necessary amendment and send to the publisher.

112. S106/CIL

Following some discussion, it was **AGREED** that a review of the Parish Council's 'wish list' for CIL/S106 funds should be undertaken at the next committee meeting. A member suggested that as it seemed that the number of residents with teenage children is getting smaller, it may be sensible to focus on the needs of the elderly and younger sections of the community.

113. REVIEW OF RENTS PAID BY CLUB AND ALLOTMENT TENANTS

As no public were present, no resolution to exclude public/press was taken.

The Clerk reported that the RPI released in April 2019 was 2.4%. Following discussion and review, it was **RESOLVED** that as per the terms of all licences and leases for the Allotment Tenants, Stoolball, Football, Pythons, Snooker and Sports & Social Clubs, all rents would be increased by 2.4%, and as per the terms of the licence for the Cricket club, the rent would be increased by the RPI + 2%, for the year ending 31st March 2020. It was **AGREED**, however, that the allotment rents should be rounded up to the nearest whole number above the RPI.

114. STAFFING MATTERS

As no public were present, no resolution to exclude public/press was taken.

The Clerk reported that staff appraisals had now been undertaken, with the exception of one employee for whom it was proving difficult to make a mutually convenient appointment. Overall, the outcomes were satisfactory and there were no notable matters for concern. The Chairman of Council and the Chairman of Committee had

carried out the appraisal of the Clerk. The Chairman of Council, who had assisted the Clerk, reported positively on the process.

Members considered the annual review of staff salaries, noting the Clerk's recommendations regarding other members of staff and that adequate budgetary allowance had been made. It was noted also that following the new rates released from 1st April 2019, some employees were at risk of falling below the national minimum wage and national living wage rates. The Clerk advised that she would leave the meeting at the point at which Members reviewed the Clerk's salary. Following discussion, it was **RESOLVED** to approve an increase of 2% for all non-office (non-Green Book contract) members of staff, backdated to 1st April 2019.

In considering the office based staff, Members wished to review the Deputy Clerk and Clerk salaries together and the Clerk therefore left the meeting whilst discussion took place. Members subsequently advised that they would like further information and financial data. It was therefore **RESOLVED** to defer discussion of the office based (Green book contract) employees to the next committee meeting, noting that any resulting salary changes would be backdated to the 1st April 2019.

115. ITEMS FOR NEXT F&P AGENDA

- Wish List of projects for S106 / CIL funds, and whether the needs of the elderly / younger residents should be the focus

116. CORRESPONDENCE

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

Laser Energy

- Climate Change Levy (CCL) increase from 1st April 2019
- Energy Update 5th April 2019 (e-newsletter)

117. PAYMENTS

Following consideration, it was **RESOLVED** to approve the following payments and these were duly authorized:

	£
Derek Paxton	145.00
Broxap	22.26
Direct2U	210.31
MKAS	243.02
Mrs L Underwood	17.48

The meeting closed at 9.25pm

.....Chairman

.....Date