



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 22nd February 2024 at 7.30pm.**

Harry Quenault
Clerk

01798 873532 hquenault@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 15th February 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, Cashbook 2 & Cashbook 3 as at the 31st January 2024 - (Appendix A)
 - To receive and note a summary of Income & Expenditure compared to budget as at the 31st January 2024 – (Appendix B)
 - To note quarterly statement of the earmarked reserves as at the 31st January 2024 – (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 our current bank account for the Pantry and to receive a verbal report from the Clerk & Cllr Lee on how the finances are being accounted for appropriately.
- 7. Cricket Club – Potential Resolutions & New Lease Details**
To establish a new rental proposal (which would include agreements over use of the nets and the committee room) for the Pulborough Cricket Club before the upcoming season.
- 8. Payments**
To approve payments for signing. *(Details to be circulated to members at the meeting)*

Date:01/02/2024

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Time: 16:31

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Bank A/c**

User: PPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	19/01/2024		100.00
Reserve Account	19/01/2024		233,442.03
			<hr/> 233,542.03
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			233,542.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			233,542.03
		Balance per Cash Book is :-	233,542.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:13/02/2024

Pulborough Parish Council 2023/24

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Time: 13:27

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Capital Bank A/c

User: PPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Capital Deposit Account	10/01/2024		303.26
			<u>303.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			303.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			303.26
		Balance per Cash Book is :-	303.26
		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	31/01/2024		241,053.12
			<u>241,053.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			241,053.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			241,053.12
		Balance per Cash Book is :-	241,053.12
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 31/01/2024

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>							
1076 Precept	277,323	277,323	0			100.0%	
1077 Other Income	11,409	60	(11,349)			19014.7	11,018
1150 Event Income	1,796	0	(1,796)			0.0%	1,796
	<u>290,528</u>	<u>277,383</u>	<u>(13,145)</u>			<u>104.7%</u>	<u>12,815</u>
Administration :- Income							
4006 Staff Expenses	208	200	(8)		(8)	103.9%	
4010 Members Expenses	29	100	71		71	29.3%	
4014 Professional Fees	1,299	0	(1,299)		(1,299)	0.0%	
4015 Audit Fees	1,841	1,700	(141)		(141)	108.3%	
4016 Bank Charges	382	300	(82)		(82)	127.2%	
4017 Legal Fees	1,445	2,000	555		555	72.3%	
4020 Postage	10	400	390		390	2.5%	
4021 Rent/Room Hire	7,378	5,750	(1,628)		(1,628)	128.3%	
4022 Training	649	2,000	1,351		1,351	32.4%	
4025 Stationery & Office	2,013	2,200	187		187	91.5%	
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
4055 Pantry Expense	512	0	(512)		(512)	0.0%	
	<u>29,683</u>	<u>26,356</u>	<u>(3,327)</u>	<u>0</u>	<u>(3,327)</u>	<u>112.6%</u>	<u>993</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>260,845</u>	<u>251,027</u>	<u>(9,818)</u>				
6000 plus Transfer from EMR	1,493						
6001 less Transfer to EMR	17,815						
Movement to/(from) Gen Reserve	<u>244,524</u>						
<u>103 Capital</u>							
1055 Pantry Income	972	0	(972)			0.0%	
	<u>972</u>	<u>0</u>	<u>(972)</u>				<u>0</u>
Capital :- Income							
Net Income	<u>972</u>	<u>0</u>	<u>(972)</u>				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	11,794	100	(11,694)			11793.9	5,121
	<u>11,794</u>	<u>100</u>	<u>(11,694)</u>			<u>11793.9</u>	<u>5,121</u>
Loans and Finance :- Income							
Net Income	<u>11,794</u>	<u>100</u>	<u>(11,694)</u>				
6001 less Transfer to EMR	5,121						
Movement to/(from) Gen Reserve	<u>6,673</u>						

Detailed Income & Expenditure by Budget Heading 31/01/2024

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	790	1,000	210			79.0%	
	<u>790</u>	<u>1,000</u>	<u>210</u>			<u>79.0%</u>	<u>0</u>
MSF :- Income							
4080 MSF	369	5,000	4,631		4,631	7.4%	
	<u>369</u>	<u>5,000</u>	<u>4,631</u>	<u>0</u>	<u>4,631</u>	<u>7.4%</u>	<u>0</u>
MSF :- Indirect Expenditure							
Net Income over Expenditure	<u>421</u>	<u>(4,000)</u>	<u>(4,421)</u>				
<u>106 Staff Costs</u>							
4000 Administration Salaries	56,609	57,500	891		891	98.4%	
4001 Employers NI & Tax	7,140	5,800	(1,340)		(1,340)	123.1%	
4002 Superannuation	17,319	21,225	3,906		3,906	81.6%	
4003 Village Sweeping Salary	4,820	9,950	5,130		5,130	48.4%	
4005 Recreation Salary	23,653	28,660	5,007		5,007	82.5%	
4007 Neighbourhood Wardens	0	67,676	67,676		67,676	0.0%	
	<u>109,541</u>	<u>190,811</u>	<u>81,271</u>	<u>0</u>	<u>81,271</u>	<u>57.4%</u>	<u>0</u>
Staff Costs :- Indirect Expenditure							
Net Expenditure	<u>(109,541)</u>	<u>(190,811)</u>	<u>(81,271)</u>				
<u>107 Discretionary</u>							
1021 Street Cleaning	6,875	6,100	(775)			112.7%	
	<u>6,875</u>	<u>6,100</u>	<u>(775)</u>			<u>112.7%</u>	<u>0</u>
Discretionary :- Income							
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%	
	<u>3,256</u>	<u>6,100</u>	<u>2,844</u>	<u>0</u>	<u>2,844</u>	<u>53.4%</u>	<u>0</u>
Discretionary :- Indirect Expenditure							
Net Income over Expenditure	<u>3,619</u>	<u>0</u>	<u>(3,619)</u>				
<u>201 Highways</u>							
1020 Christmas Lighting	600	370	(230)			162.2%	
	<u>600</u>	<u>370</u>	<u>(230)</u>			<u>162.2%</u>	<u>0</u>
Highways :- Income							
4200 Christmas Lighting	4,305	4,300	(5)		(5)	100.1%	
4210 Equipment	202	550	348		348	36.7%	
4225 Refuse Collections	834	1,569	735		735	53.2%	
4230 Other	2,189	2,250	61		61	97.3%	
	<u>7,530</u>	<u>8,669</u>	<u>1,139</u>	<u>0</u>	<u>1,139</u>	<u>86.9%</u>	<u>0</u>
Highways :- Indirect Expenditure							
Net Income over Expenditure	<u>(6,930)</u>	<u>(8,299)</u>	<u>(1,369)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2024

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	479	567	88		88	84.4%	
Allotments :- Indirect Expenditure	485	1,217	732	0	732	39.8%	0
Net Income over Expenditure	2,003	733	(1,270)				
<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	2,680	5,000	2,320		2,320	53.6%	
4343 Water	2,156	4,500	2,344		2,344	47.9%	
Grounds Maintenance :- Indirect Expenditure	5,400	11,766	6,366	0	6,366	45.9%	0
Net Expenditure	(5,400)	(11,766)	(6,366)				
<u>304 Pavilion</u>							
1055 Pantry Income	0	0	0			0.0%	972
Pavilion :- Income	0	0	0				972
4014 Professional Fees	1,650	0	(1,650)		(1,650)	0.0%	1,650
4055 Pantry Expense	0	0	0		0	0.0%	512
4360 Boiler & Shower	422	800	378		378	52.8%	
4362 Electricity & Gas	3,560	5,260	1,700		1,700	67.7%	
4363 Fire Equipment/Maintenance	676	1,155	480		480	58.5%	
4364 Repairs	5,064	3,400	(1,664)		(1,664)	149.0%	2,725
4365 Other Pavilion	305	350	45		45	87.2%	
Pavilion :- Indirect Expenditure	11,678	10,965	(713)	0	(713)	106.5%	4,887
Net Income over Expenditure	(11,678)	(10,965)	713				
6000 plus Transfer from EMR	3,237						
6001 less Transfer to EMR	972						

Detailed Income & Expenditure by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(9,412)</u>						
<u>305 Other Recreation</u>							
1120 Social Club Tenancies	10,141	9,507	(634)			106.7%	
1121 Sports Club Tenancies	920	2,900	1,980			31.7%	
Other Recreation :- Income	<u>11,062</u>	<u>12,407</u>	<u>1,345</u>			<u>89.2%</u>	<u>0</u>
4391 Maintenance Supplies	484	500	16		16	96.8%	
4392 Playground	1,524	9,000	7,476		7,476	16.9%	
4393 Tractors & Equipment	2,599	5,000	2,401		2,401	52.0%	
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>8,767</u>	<u>29,800</u>	<u>21,033</u>	<u>0</u>	<u>21,033</u>	<u>29.4%</u>	<u>0</u>
Net Income over Expenditure	<u>2,295</u>	<u>(17,393)</u>	<u>(19,688)</u>				
Grand Totals:- Income	325,108	299,310	(25,798)			108.6%	
Expenditure	184,857	299,310	114,453	0	114,453	61.8%	
Net Income over Expenditure	<u>140,251</u>	<u>0</u>	<u>(140,251)</u>				
plus Transfer from EMR	4,730						
less Transfer to EMR	23,907						
Movement to/(from) Gen Reserve	<u>121,074</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR - Pulborough Pantry	0.00	1,262.72	1,262.72
320 EMR - MSF Resurfacing/Playgrou	5,101.86	116.42	5,218.28
321 EMR - Pav Refurb/Tractor Shed	178,063.91	832.91	178,896.82
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>19,177.14</u>	<u>235,426.86</u>