



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 16th November 2023 at 7.30pm.**

Harry Quenault
Clerk

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

Dated: 9th November 2023

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 26^h October 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 the reconciliations for Cashbook 1 and Cashbook 3 as at the 31st October – (Appendix A)
 - To receive a summary of Income & Expenditure compared to budget as at the 31st October – (Appendix B)
 - To note quarterly statement of the earmarked reserves as at the 31st October 2023 – (Appendix C)
- 6. Budget Review – 3rd Draft**
To receive and approve the 3rd draft of the budget for Full Council. (Sent with Agenda separately)
- 7. Local Government Services Pay Agreement 2023**
To note the National Salary Award has been agreed for 2023-24. (Appendix D)
- 8. Payments**
To approve payments for signing. *(Details to be circulated to members at the meeting)*

Date:01/11/2023

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Time: 13:26

**Bank Reconciliation Statement as at 31/10/2023
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	31/10/2023		100.00
Reserve Account	31/10/2023		282,901.90
			<u>283,001.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			283,001.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			283,001.90
		Balance per Cash Book is :-	283,001.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/11/2023

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Time: 16:50

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 3 - CCLA Public Sector Deposit Fun

User: PPC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/10/2023		237,857.86
			<u>237,857.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			237,857.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			237,857.86
		Balance per Cash Book is :-	237,857.86
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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Detailed Income & Expenditure by Budget Heading 31/10/2023

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>							
1075 HDC Grants	200	0	(200)			0.0%	
1076 Precept	277,323	277,323	0			100.0%	
1077 Other Income	11,059	60	(10,999)			18431.4	11,018
1150 Event Income	310	0	(310)			0.0%	
Administration :- Income	<u>288,892</u>	<u>277,383</u>	<u>(11,509)</u>			<u>104.1%</u>	<u>11,018</u>
4006 Staff Expenses	249	200	(49)		(49)	124.5%	
4010 Members Expenses	29	100	71		71	29.3%	
4014 Professional Fees	1,399	0	(1,399)		(1,399)	0.0%	
4015 Audit Fees	1,841	1,700	(141)		(141)	108.3%	
4016 Bank Charges	225	300	75		75	75.0%	
4017 Legal Fees	0	2,000	2,000		2,000	0.0%	
4020 Postage	(15)	400	415		415	(3.8%)	
4021 Rent/Room Hire	5,462	5,750	288		288	95.0%	
4022 Training	499	2,000	1,501		1,501	24.9%	
4025 Stationery & Office	1,711	2,200	489		489	77.8%	
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	1,184	2,706	1,522		1,522	43.8%	
Administration :- Indirect Expenditure	<u>22,312</u>	<u>26,356</u>	<u>4,044</u>	<u>0</u>	<u>4,044</u>	<u>84.7%</u>	<u>0</u>
Net Income over Expenditure	<u>266,579</u>	<u>251,027</u>	<u>(15,552)</u>				
6000 plus Transfer from EMR	500						
6001 less Transfer to EMR	16,018						
Movement to/(from) Gen Reserve	<u>251,061</u>						
<u>103 Capital</u>							
1033 Other Grants	150	0	(150)			0.0%	
Capital :- Income	<u>150</u>	<u>0</u>	<u>(150)</u>				<u>0</u>
Net Income	<u>150</u>	<u>0</u>	<u>(150)</u>				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	7,651	100	(7,551)			7651.1%	5,121
Loans and Finance :- Income	<u>7,651</u>	<u>100</u>	<u>(7,551)</u>			<u>7651.1%</u>	<u>5,121</u>
Net Income	<u>7,651</u>	<u>100</u>	<u>(7,551)</u>				
6001 less Transfer to EMR	5,121						
Movement to/(from) Gen Reserve	<u>2,530</u>						

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Detailed Income & Expenditure by Budget Heading 31/10/2023

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	643	1,000	357			64.3%	
MSF :- Income	643	1,000	357			64.3%	0
4080 MSF	369	5,000	4,631		4,631	7.4%	
MSF :- Indirect Expenditure	369	5,000	4,631	0	4,631	7.4%	0
Net Income over Expenditure	274	(4,000)	(4,274)				
<u>106 Staff Costs</u>							
4000 Administration Salaries	38,073	57,500	19,427		19,427	66.2%	
4001 Employers NI & Tax	4,863	5,800	937		937	83.8%	
4002 Superannuation	12,148	21,225	9,077		9,077	57.2%	
4003 Village Sweeping Salary	2,230	9,950	7,720		7,720	22.4%	
4005 Recreation Salary	16,608	28,660	12,052		12,052	57.9%	
4007 Neighbourhood Wardens	0	67,676	67,676		67,676	0.0%	
Staff Costs :- Indirect Expenditure	73,922	190,811	116,889	0	116,889	38.7%	0
Net Expenditure	(73,922)	(190,811)	(116,889)				
<u>107 Discretionary</u>							
1021 Street Cleaning	6,875	6,100	(775)			112.7%	
1022 S106 Grants Received	500	0	(500)			0.0%	
Discretionary :- Income	7,375	6,100	(1,275)			120.9%	0
4090 Contingency	78	4,000	3,923		3,923	1.9%	
4091 Grants & Donations	208	2,000	1,792		1,792	10.4%	
4096 Memorial Garden	34	100	66		66	33.5%	
Discretionary :- Indirect Expenditure	319	6,100	5,781	0	5,781	5.2%	0
Net Income over Expenditure	7,056	0	(7,056)				
<u>201 Highways</u>							
1020 Christmas Lighting	480	370	(110)			129.7%	
Highways :- Income	480	370	(110)			129.7%	0
4200 Christmas Lighting	4,305	4,300	(5)		(5)	100.1%	
4210 Equipment	202	550	348		348	36.7%	
4225 Refuse Collections	1,947	1,569	(378)		(378)	124.1%	
4230 Other	261	2,250	1,989		1,989	11.6%	
Highways :- Indirect Expenditure	6,715	8,669	1,954	0	1,954	77.5%	0
Net Income over Expenditure	(6,235)	(8,299)	(2,064)				

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Detailed Income & Expenditure by Budget Heading 31/10/2023

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	1,986	1,950	(36)			101.9%	
Allotments :- Income	1,986	1,950	(36)			101.9%	0
4301 Allotments Water	6	650	644		644	0.9%	
4305 Allotments Maintenance & Repai	400	567	167		167	70.5%	
Allotments :- Indirect Expenditure	406	1,217	811	0	811	33.3%	0
Net Income over Expenditure	1,580	733	(847)				
<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	0	2,266	2,266		2,266	0.0%	
4342 Tree Works	2,380	5,000	2,620		2,620	47.6%	
4343 Water	1,042	4,500	3,458		3,458	23.2%	
Grounds Maintenance :- Indirect Expenditure	3,422	11,766	8,344	0	8,344	29.1%	0
Net Expenditure	(3,422)	(11,766)	(8,344)				
<u>304 Pavilion</u>							
4014 Professional Fees	1,650	0	(1,650)		(1,650)	0.0%	1,650
4360 Boiler & Shower	162	800	638		638	20.3%	
4362 Electricity & Gas	2,913	5,260	2,347		2,347	55.4%	
4363 Fire Equipment/Maintenance	465	1,155	690		690	40.3%	
4364 Repairs	803	3,400	2,597		2,597	23.6%	
4365 Other Pavilion	532	350	(182)		(182)	152.0%	
Pavilion :- Indirect Expenditure	6,525	10,965	4,440	0	4,440	59.5%	1,650
Net Expenditure	(6,525)	(10,965)	(4,440)				

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 Other Recreation</u>							
1120 Social Club Tenancies	6,821	9,507	2,686			71.8%	
1121 Sports Club Tenancies	545	2,900	2,355			18.8%	
Other Recreation :- Income	<u>7,367</u>	<u>12,407</u>	<u>5,040</u>			<u>59.4%</u>	<u>0</u>
4391 Maintenance Supplies	361	500	139		139	72.2%	
4392 Playground	359	9,000	8,641		8,641	4.0%	
4393 Tractors & Equipment	612	5,000	4,388		4,388	12.2%	
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>5,493</u>	<u>29,800</u>	<u>24,307</u>	<u>0</u>	<u>24,307</u>	<u>18.4%</u>	<u>0</u>
Net Income over Expenditure	<u>1,874</u>	<u>(17,393)</u>	<u>(19,267)</u>				
Grand Totals:- Income	314,544	299,310	(15,234)			105.1%	
Expenditure	127,631	299,310	171,679	0	171,679	42.6%	
Net Income over Expenditure	<u>186,913</u>	<u>0</u>	<u>(186,913)</u>				
plus Transfer from EMR	500						
less Transfer to EMR	21,139						
Movement to/(from) Gen Reserve	<u>166,274</u>						

Earmarked Reserves

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR - MSF Resurfacing/Playgrou	5,101.86	116.42	5,218.28
321	EMR - Pav Refurb/Tractor Shed	178,063.91	3,557.91	181,621.82
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
		216,249.72	20,639.42	236,889.14

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: “If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee’s last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association’s control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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