



# 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 18<sup>TH</sup> NOVEMBER 2021 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Clarke (Chairman), Court, Ellis-Brown, Hare, Henly and Kipp

**IN ATTENDANCE:** Mrs H Knight (Clerk and RFO)  
1 Parish Councillor in the public gallery (to Min.257.2)

*The meeting opened at 7.30pm*

**248. APOLOGIES FOR ABSENCE**

All committee members were present.

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

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

**250. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 28<sup>th</sup> October 2021 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

Min. 238 S106/CIL Monies: The Clerk had asked the relevant HDC officer for confirmation of the total amount of S106 funds potentially available for the PPC sports pavilion project. The Clerk had spoken with the project architect about preparation of the water neutrality statement now required for the project. The architect had advised he was in liaison with the planning statement consultant and that no contact had been made by HDC. He and the Clerk had agreed that he would contact HDC to elicit details of exactly what was now necessary to provide and when.

Min. 240 Leases – Pulborough Bowls Club: The Clerk had not yet contacted the solicitor for legal checks but was planning to do so very shortly.

Min. 245 SCYP – Youth Club Accommodation: SCYP had used the committee room as agreed by the Committee but had this week confirmed to the Clerk that they would be taking up a temporary paid for accommodation at the Village Hall. Funding opportunities to pay for the additional expense of hire were being explored by them with the assistance of PCP.

**251. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**252. PARISH COUNCIL FINANCES**

Members had received bank reconciliations for Cashbook 1 as at 31<sup>st</sup> August, 31<sup>st</sup> September and 31<sup>st</sup> October 2021 and for Cashbook 3 as at 31<sup>st</sup> August, 30<sup>th</sup> September and 31<sup>st</sup> October 2021. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

During discussion of the cashbook reconciliations and bank statements, the Clerk reported that unfortunately a fraud incident had been discovered whereby someone had set up several direct debits posing as the DVLA. The payments were during the period 1<sup>st</sup> August to 1<sup>st</sup> November, all in the region of £15. Unfortunately, due to staff absence/workload the issue had been delayed in being picked up. The bank had been notified and was investigating, those direct debits had been cancelled and refund of the stolen funds was being arranged. It seemed that DVLA fraud activity was a common scam nationally, as the payor was not required to authorise setting up the payment.

Members had received the quarterly summary of Income and Expenditure compared to budget to 30<sup>th</sup> September 2021. The Clerk advised that the high spend at 973.2% on Cost Centre 201 Highways/Code 4210 Equipment was the replacement and traffic management relating to a damaged bus shelter. This was the subject of an insurance claim and would be recouped.

Following Member's queries, the Clerk was asked to check the background figures for Codes 4015 Audit and 4092 Pavilion Rebuild balances and report back.

Members had received the quarterly report of Earmarked Reserves to 30<sup>th</sup> September 2021.

The Clerk reported on several areas of creditor invoices outstanding over 30 days, as follows: Pulborough Football Club annual rent invoice is still under discussion with the club and a separate agenda item. Allotment tenancies totalling £290.86 over 7 plots were overdue from 7<sup>th</sup> October. MSF hire by both the adult and youth football groups were overdue totalling £44.00 and £4.50 respectively.

**253. BUDGET AND RESULTING PRECEPT REQUIREMENT FOR 2022/23**

Members had received a revised draft budget paper V2 incorporating the revisions discussed at the previous meeting, together with an additional option of V2.1. These represented increased Band D amounts of 1.1% and 1.8% respectively and incorporated the confirmed HDC tax base for Pulborough of 2,593.6.

The Committee Chairman had discussed potential revisions with the Clerk prior to the meeting. A third precept option, paper V3, was therefore tabled for discussion. This option increased the expenditure for street lighting (Cost Centre Highways/Code 4250) by a further £3,481 due to the high actual year to date expenditure at 30<sup>th</sup> September. The Clerk advised that the additional amount raised could also sensibly be added to the Contingency cost centre to cover future unplanned essential expenditure, including highways/streetlighting, if needed.

The Clerk reported on discussions with the CEO of SCYP (youth club provider) on their quotation of a 3% increase for 2022-23. Members discussed whether to provide additional funding to support SCYP hiring the Village Hall as a weekly session base. The Clerk advised that the current 2021/22 budget was likely to leave a small underspend, which Council could use to provide additional funding for several weeks for SCYP venue hire. Allowing for their quoted 3% increase, the draft 2022/23 budget was also likely to result in a small underspend. It was agreed to leave the draft budget figure for this unchanged from the V2/V3 figures for Council to review before year end 2022 and year end 2023 as to whether SCYP required additional venue funding.

Following discussion, it was **RESOLVED** that based on option V3 using the new HDC tax base, a 2022-23 precept of £257,362 would be recommended to Council. This resulted in a Band D property annual amount of £99.23, which represented an increase of 2.5% on the previous year. The final amount proposed to Council would be subject to any further factors arising that the Clerk needed to take account of. The revised draft budget would be initially discussed by Council on 25<sup>th</sup> November, however, the final budget approval would be at the 20<sup>th</sup> January 2022 full Council meeting.

**254. SPORTS PAVILION DEVELOPMENT PROJECT**

There was no further update, as reported on under Clerk's Report (Min.250).

**255. REVIEW OF GOVERNANCE DOCUMENTS**

**255.1** Members had received the Financial Regulations for review. The Clerk reported that the NALC model Financial Regulations had been amended to reflect revised Sterling values under regulation 11.1.c and recommended these be incorporated. Following discussion and review, it was **RESOLVED** to recommend to Council that the Financial Regulations be adopted with the revisions to Sterling values as per the current NALC model.

**255.2** Members had received the Standing Orders for review. There were no changes recommended, other than updating the financial values under the Financial Controls and procurement section to mirror the amended Financial Regulations. Following discussion and review, it was **RESOLVED** to recommend to Council that the Standing Orders be adopted with updated financial values as per current NALC model.

**256. COVID-19 IMPACT ON TENANT CLUBS – PULBOROUGH FOOTBALL CLUB**

The report requested by the Committee at the last meeting was still awaited (Min. 242, 28.10.21 refers). The Clerk would follow this up, and the item was deferred to the next meeting.

**257. STAFFING**

**257.1** The Clerk advised Members of additional hours she had worked from 1<sup>st</sup> September to 29<sup>th</sup> October 2021. Following consideration, it was **RESOLVED** to approve remuneration of the Clerk of 120 additional hours, as detailed during discussion, at her normal hourly rate.

**257.2** Due to the confidential nature of the following item (staffing), it was **RESOLVED** that press and public be excluded for this point only (SO 3d refers).

The Clerk gave a verbal, confidential report on recent staffing matters and updated Members on recent absences and returns to work.

**258. CORRESPONDENCE**

There were no items of correspondence.

**259. PAYMENTS**

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

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R J Burdfield	£696.00
Business Stream	£7.73
Festive Illuminations	£90.00
National Westminster Bank	£29.90

***The meeting closed at 8.47pm.***

.....Chairman

.....Date

UNCONFIRMED