



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 28<sup>TH</sup> SEPTEMBER 2017 AT THE SPORTS PAVILION**

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

**IN ATTENDANCE:** Mrs H Knight (Clerk and Responsible Financial Officer)

*The meeting opened at 7.30pm*

**28. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Reddin and Kipp.

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

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

**30. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 27<sup>th</sup> July 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min. 20 Parish Council Finances: Following query at the July meeting over the audit fees showing a £600 overspend, the Clerk confirmed that this was due to the accounts system accrual process and once the invoice has been paid the overspend will be offset.

Min. 21 Review of S106 Fund requirements: Cllr Qusted had discussed funding of public toilets with Pulborough Community Partnership, who were looking into this.

**31. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

**32. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 to 31<sup>st</sup> July and 31<sup>st</sup> August 2017, and Cashbook 2 to 31<sup>st</sup> August 2017. The Clerk had omitted to bring the bank statements to the meeting and it was **AGREED** that these would be checked at the next meeting.

Members received the most recent summary of earmarked reserve funds to assist with budget discussions.

The Clerk reported that there were no invoices of over 30 days outstanding.

It was noted that Cllr Quested had completed the first quarter internal control inspection to end June 2017. It was **AGREED** that Cllr Quested would carry out the second quarter internal control inspection after the end of September.

Members discussed the most recent Projected Planning report of 26.1.17 (previously circulated). Following query under item 3, Pulborough Parish Council items, it was **AGREED** that the Clerk check the status regarding the tarmac pad for basketball practice area with the Deputy Clerk/R&OS Committee Minutes as to whether this needed to be progressed, or S106 funds sought etc.

It was noted that most projects under item 3, Pulborough Parish Council, are in hand or commenced, namely Sports Pavilion facilities; Neighbourhood Wardens; Neighbourhood Plan; Pocket Park improvements; Improving Pedestrianisation (Lower St improvements). Following discussion of the item 'To subsidize bus services for the benefit of the parish', it was noted that this may not be realistic for the parish council to achieve and would need to be taken forward through others. It was **RESOLVED** to amend the item by replacing the word 'subsidize' with 'improve and co-ordinate'. The revised list is attached as Appendix 1.

**33. SPORTS PAVILION REBUILD PROJECT - TO CONSIDER EARLY PREPARATION FOR POTENTIAL FINANCING**

Members discussed the anticipated sequence of events to progress the project, including approaching potential funding sources, use of S106 funds, grant seeking assistance from the Council's recently identified preferred contractor for the project, use of the Council's general reserves and loans. The Clerk verbally reported on S106 unspent and potential funds totalling circa £747,555 though it was acknowledged that not all of this would necessarily be available. Members also discussed the Clerk's findings on potential Public Works Loans Board loans and interest rates. Comment was made that there had been a previous offer of an interest free loan from the District Council, and it was **AGREED** that the Clerk and Chairman would ascertain this by researching meeting date, correspondence and minute records for inclusion in forthcoming budget/funding discussions. In conclusion, it was noted that approximately £800k-£1m was likely to be required but final figures would be dependent on final design/costings.

**34. TO CONSIDER BUDGET IMPLICATIONS FOR REPLACEMENT PLAYGROUND AND OUTSIDE GYM EQUIPMENT FOR ITEMS AT OR APPROACHING END OF LIFESPAN** (referred from F&P 27.4.17, Min. 134)

This had been requested to be added to the September agenda for consideration in case new equipment needed to be purchased, pending clarification of the ARD inspection report information. The Clerk reported that ARD had confirmed that the installation lifespan dates are for guidance and ARD would advise if an item needed replacement. As nothing had been thus identified in the most recent report, the Committee felt it was not necessary to consider this further at the moment but should be borne in mind when budget setting takes place.

**35. TO CONSIDER REQUEST FROM RESIDENT TO INSTALL SALT BIN AT JUNCTION BETWEEN SOUTHSIDE AND DOWNLANDS** (referred from P&S C'ttee 7.9.17, Min. 155)

This had been referred as no budget had been allocated for installing a new salt bin. Following discussion, it was **RESOLVED** to approve the purchase of a 200l bin at £173.84 + VAT, and application for the necessary WSCC licence, for installation as the resident had requested, to be funded from general reserves. However the resident would be advised that the bin would not be operational until winter 2018 as it was too late for inclusion in the 2017 WSCC salt delivery programme.

**36. TO CONSIDER PURCHASE OF 2X REPLACEMENT OFFICE DESKS TO AN AGREED COST LIMIT**

The two office desks used by the Clerk and Deputy Clerk were becoming unfit for purpose as they were quite old, were not ergonomically ideal, and drawer locks on both were broken, compromising security of confidential records. Comparable quotes for replacement desks had been sought and following consideration, it was **RESOLVED** to approve expenditure to a maximum of £750 + VAT, with the Groundsman to assemble following delivery.

**37. TO REVIEW COUNCIL'S REQUIREMENTS FOR EXPENDITURE OF S106/CIL MONIES**

Members had discussed matters under the earlier item relating to the Sports Pavilion. It was understood that HDC was now issuing the S106 reports every other month but there had been no update since the June report. It was **AGREED** that the Clerk would find out whether a more up to date list should be available now.

**38. TO APPOINT GRANT AID 2017 TASK & FINISH GROUP TO ASSESS GRANT APPLICATIONS AND MAKE RECOMMENDATIONS TO COMMITTEE FOLLOWING 30<sup>TH</sup> SEPTEMBER 2017 DEADLINE**

It was **RESOLVED** to appoint Cllrs Reddin, Henly and Kipp to the Grant Aid TFG, subject to liaison with Cllr Kipp, and the Clerk would make arrangements for the panel to meet. Cllr Reddin had indicated his willingness to be on the TFG.

**39. TO PROGRESS CONCLUSION OF CLUB LEASE AND LICENCE RENEWALS**

It was noted that review of the Snooker Club lease had concluded and this was ready to issue, subject to one or two queries the Clerk had in ensuring correct documentation was held in the Council's records. It was **RESOLVED** that subject to that query, this lease would now be issued and the Chairman would begin reviewing the Stoolball Club licence.

**40. GENERAL DATA PROTECTION REGULATIONS UPDATE: TO NOTE NALC LEGAL BRIEFING LO5-17 AUGUST 2017 - GDPR SUMMARY OF MAIN PROVISIONS**

Members noted receipt of the legal briefing and the Clerk highlighted the importance of new legislation, and the fact that there could be resourcing implications. It was noted that the Clerk had added a GDPR staff training session for approval under the next item.

**41. STAFFING UPDATE: VERBAL REPORT FROM CLERK ON STAFFING MATTERS, INCLUDING APPRAISALS AND STAFF TRAINING**

Since no public were present, no resolution to exclude public was taken.

The Clerk reported that staff appraisals would hopefully be arranged for October. It was **AGREED** that the Council Chairman would accompany the Clerk at these. It was noted that the Clerk's first appraisal had been held in August, undertaken by the Chairman and Committee Chairman. The Clerk offered to leave the meeting for this part of the discussion but this was not felt necessary by Members. Following verbal report and consideration, it was **RESOLVED** to **RECOMMEND** to Council that the Clerk be moved by one salary point to SCP 34 with effect from 1<sup>st</sup> October 2017.

Following discussion, it was **RESOLVED** to approve the following staff training and costs:-

- Budget Planning & Precept Setting Workshop, 17<sup>th</sup> October 2017, £60+ VAT for Clerk and Deputy Clerk
- GDPR Compliance Training, 6<sup>th</sup> February 2018, £48 + VAT for Clerk and Deputy Clerk
- ILCA, £99 + VAT for Clerk, various dates

**42. CORRESPONDENCE**

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

**West Sussex Pension Fund (WSPF)**

- Notification of changes to strain cost calculations (2016 valuation) used to calculate employer costs for early retirements (email copied to Committee).
- Slides and presentation from the Pension Fund AGM in July.

**43. PAYMENTS**

Following consideration, it was **RESOLVED** that the payment of the following cheques or direct debits be approved and signed:

	£
Derek Paxton	230.00
Wightman & Parrish Ltd	31.87
Saunders Specialised Services Ltd	10302.13

A Member queried whether any warranty was in place for the new water system installation at the Sports Pavilion. The Clerk advised that probably only normal manufacturer warranties of one year would apply but she would check.

***The meeting closed at 8.40pm***

.....Chairman

.....Date

**PROJECTED PLANNING LIST 2017/18**

The following have been identified as projects that Pulborough Parish Council would like to see progressed by:

**1. HORSHAM DISTRICT COUNCIL**

- Acquisition of new Recreation Ground (potentially through S106 Agreement for DC/15/1084 - Land North of Highfield)

**2. WEST SUSSEX COUNTY COUNCIL**

- To adopt all suggestions as determined by the Village Transport Plan.
- Disabled access to the North Bound platform of the Railway Station (potentially through development west of station).

**3. PULBOROUGH PARISH COUNCIL****1 to 3 Years**

- Refurbish and improve facilities at Sports Pavilion
- Tarmac pad for Basketball practice area (c£2,000)
- Community/Neighbourhood Wardens
- Complete Neighbourhood Plan
- Pocket Park Improvements
- Improving pedestrianisation throughout the village, particularly A29 and Lower Street
- To improve and co-ordinate bus services for the benefit of the parish

**4 Years plus**

- Neighbourhood Plan Review

*Updated F&P 28.9.17*