



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 23RD FEBRUARY 2023 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Ellis-Brown, Hare, Henly, Hunt (from Min. 65) and Kipp

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.31pm

62. APOLOGIES FOR ABSENCE

Apologies were received, and reason approved, from Cllr Court (personal reason).

63. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

64. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 12th January 2023 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

Clerk's Report

The clerk advised that the precept requirement and supporting budget had been submitted to HDC as required by them by the end of January 2023.

The Clerk reported that a potential small income stream might be available, following enquiries from HDC Wellbeing team to book the Committee Room for 1-2-1 resident appointments. Unfortunately, the lack of internet connection was likely to prevent this proceeding at the present time.

The Clerk reported that she had made arrangements for disposal of the Council's non-running Jacobsen mower, replaced in 2022. The old mower had been collected by a reputable company for parts use and a payment of £150 made to the Council. An alternative offer of £50 by another buyer had been turned down.

65. SUB-COMMITTEE MEETING MINUTES

The Committee received and **RESOLVED** to **APPROVE** the Minutes, reports and recommendations of the Finance & Policy Staffing Sub-Committee Meetings held on 19th April 2022 and 12th January 2023.

66. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

67. PARISH COUNCIL FINANCES

The Clerk apologised for the continued delay in availability of bank reconciliations and quarterly Income & Expenditure and Earmarked Reserves reports. The next agenda item covered urgent action to address the backlog issue and all outstanding matters would be available for the March meeting.

The Clerk reported that an invoice for £88 for football hire of the MSF in January was overdue and being followed up.

68. OUTSOURCING OF ACCOUNTS

Following discussion, it was **RESOLVED** to ratify urgent action taken by the Clerk, in liaison with the Chairman of Council and the Committee Chairman, to appoint DCK Accounting Solutions on a temporary basis to bring financial accounting up to date, at a cost of £415 per day + VAT and mileage @ £88.20. The Clerk confirmed that their consultant would be attending the office the following day and it was anticipated that only one day would be required to catch up.

Members also considered options for permanently outsourcing the accounts processing, on either a monthly or quarterly basis, for which three quotations had been sourced by the Clerk. Following discussion, it was **AGREED** to defer this item to the following meeting for further consideration,

69. EARMARKED RESERVES FUNDS

Members reviewed estimated earmarked reserve funds held. It was **RESOLVED** that the £150 income received for the disposal of the non-running Jacobsen mower should be transferred to the EMR 324 New Tractor/Machinery. Further consideration of any EMR movement would be made at the March meeting when more up to date fund analysis could be made.

70. S106 / CIL MONIES

Members noted receipt of the HDC January 2023 quarterly report of unspent /potential S106 or CIL monies.

71. OFFICE COMPUTERS

The Clerk reported that issues were arising with the two office computers, particularly the Deputy Clerk equipment, noting that both computers were over 6.5 years old. The Council's IT support had provided quotations for replacement of entire equipment (computer and screen) and an estimate for just SSD (hard drive) replacement. It was noted that these items had not been budgeted for and should be in future, likely every 3-5 years. Following discussion, it was **RESOLVED** to approve replacement of 1 x entire pc and screen at a cost of £758.00 + VAT and 1 x SSD at a cost of approximately £50-100 (to be confirmed).

72. OUTSOURCING OF HR ADVICE/SUPPORT

Members considered proposals and quotations from three providers for an outsourced Human Resources arrangement. Following brief discussion it was **AGREED** to defer this item to a future meeting.

73. F&P STAFFING SUB-COMMITTEE TERMS OF REFERENCE /MEMBERSHIP

Members reviewed the Finance & Policy Staffing Sub-Committee Terms of Reference, including amendment recommendations from the Clerk. It was **RESOLVED** to adopt the Terms of Reference incorporating the proposed amendments. This included increasing the membership to 4 members.

In line with the increased membership, it was further **RESOLVED** to appoint Cllr Ellis-Brown to the Finance & Policy Staffing Sub-Committee.

74. SPORTS PAVILION DEVELOPMENT PROJECT

There were no updates to report, the planning application still awaiting decision by Horsham District Council.

75. RISK ASSESSMENTS

The Clerk reported that an ongoing technical issue had meant that the Risk Register was not yet available for Members to review. It was **AGREED** to defer this item to the next meeting.

76. LEASES – PULBOROUGH CRICKET CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

The notes from the informal meeting on 17th February 2023 between Cricket Club representatives and Cllrs Clarke, Hare and Hunt had been circulated. The discussion points and actions were noted, including that the club would be drafting a business plan and a further meeting would be arranged to discuss this and to finalise ground rent for 2023.

77. LEASES – PULBOROUGH BOWLS CLUB

Due to the confidential nature of this item (commercial sensitivity), it was **RESOLVED** that press and public be excluded (SO 3d refers).

Members reviewed the first draft of the lease received from the Solicitor. The Clerk would revert to the solicitor confirming agreement to her comments/queries where applicable and one query for clarification – **RESOLVED**.

78. CORRESPONDENCE

There was no correspondence.

79. PAYMENTS

There were no payments to be authorised.

The meeting closed at 9.04pm.

.....Chairman

.....Date