



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 28th JULY 2016 AT THE SPORTS PAVILION

PRESENT: Cllrs Clarke (Chairman), Kipp, Henly & Qusted

IN ATTENDANCE: Lisa Underwood (Acting Clerk and Acting Responsible Financial Officer) & Chris Scovell (Treasurer of Pulborough Cricket Club)

The meeting opened at 7.33pm

17. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs. Reddin & Tilbrook.

18. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

19. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23rd June 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 7 - Internal Audit

Having looked at previous files, the only advertising regarding grant applications is on the website, which states:

Application forms for the 2016 grants are available now and can be obtained from the Parish Office or downloaded. They will be sent to 2015's recipients automatically.

The deadline for return is 30 September 2016.

Would the Committee like me something advertised on social media and on the front page of the website? **The Committee AGREED they would.**

Item 14 - Correspondence

The correspondence from SLCC and ALCC are for the Clerk and not the Parish Council. The new Clerk will deal accordingly.

20. ADJOURNMENT FOR PUBLIC SPEAKING

There were no members of the public that had given notice of wishing to speak.

21. PULBOROUGH CRICKET CLUB (PCC)

Members received PCC's accounts for their last financial year. It was noted that sponsorship and subscriptions will be down for the current financial year. The Acting Clerk advised that having looked at previous grant applications, the Parish Council have awarded grants to the Cricket Club and other sports clubs in previous years. After some discussion, Members AGREED that PCC should apply for a grant for their pitch maintenance. The Acting Clerk will send Chris an application form. The Acting Clerk requested that in the meantime PCC settle their outstanding rental invoice, to which Chris agreed to. Cllr. Quested advised Chris that PCC could apply for S106 monies for any new equipment required by PCC, although they would need to make a contribution towards it. The Acting Clerk will forward the relevant contact details at HDC to Chris.

Cllr. Quested commented that the rental increase for PCC is 10% per annum, which was imposed because PCC wanted a long lease, which they needed to have in order to re-structure the cricket ground. However, Members noted that circumstances have changed, so it may be beneficial to re-visit the previously agreed increases.

As requested at the previous F&P meeting, Chris advised of improvements that could be made to the facilities at the Sports Pavilion as follows:

- Bar area facilities need updating.
- It would be beneficial to have an area set aside for having teas, coffees & light refreshments.
- Increase the parking areas.

The Chairman thanked Chris for his suggestions.

22. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbook 1 as at 30th June 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and accepted a summary of income and expenditure compared to budget for the 1st quarter ending 30th June 2016.

Members received and accepted a summary of earmarked funds as at 30th June 2016. Members discussed the earmarked funds for the Pavilion refurbishment and Cllr. Quested advised that he recently heard a report that Eastleigh Football Club refurbished their club for £1.5m and commented that if they could do theirs for that amount, the Parish Council should be able to refurbish for £800,000 +vat. Cllr. Quested will find out more information and see if any of their contacts could be used for Pulborough's Sports Pavilion.

Members noted that, except for PCC's invoices, which is due to be paid, there were no invoices which were more than 30 days overdue

23. COMMUNITY LAND TRUST (CLT)

As Cllr. Tilbrook was absent, this item will be deferred to the next F&P meeting on 22.09.16.

24. SPORTS & SOCIAL CLUB (S&SC) LEASE

The Acting Clerk wanted to know if the S&SC should have a new lease drawn up as their previous one has expired. Members discussed the options of drawing up a yearly licence or having a clause in the lease which states that 'The Landlord may terminate the lease at any time that the landlord wishes to redevelop the Pavilion in its entirety or by part demolition and extension, by giving to the Tenant, not less than 6 months in writing'. Members thought that even if the current lease has expired, providing the S&SC pay the rent, they have security of tenure. Members instructed the Acting Clerk to obtain clarification from the Solicitors and either report back at the next F&P meeting or add the item back on the agenda for discussion.

25. S106/CIL

Cllr. Clarke has been advised by HDC regarding S106 & CIL that monies cannot be accumulated from, say 10 developments, and put into 1 project. So if the Parish Council apply for S106 funding for the Pavilion re-build this needs bearing in mind. A project could be broken up into component parts e.g. ground works, snooker room, youth club, etc. With this in mind and looking at the project allocations of the S106 monies, Cllr. Kipp suggested that some form of public art could be incorporated into the Pavilion refurbishment, something like mosaic flooring.

Cllr. Clarke commented his understanding was that CIL money is allocated in a similar way to S106 money, but developers pay CIL money per square foot of their development.

It was noted that the last report received was in November 2015. The Acting Clerk advised that HDC have said that because their new database cannot provide the information in a report style and some of the information is inaccurate, they have not been able to issue reports, they are hoping to get an up to date report out in due course. Cllr. Clarke would like the new Clerk to compile the Parish Council's own report and keep it updated. The Acting Clerk will speak to the new Clerk regarding this.

The Acting Clerk went on to advise that following the S106 application for the outside gym equipment, HDC have advised that the Parish Council should contribute towards the project. Cllr. Quested felt that this was illogical for the Parish Council to do this, but Members AGREED that the Parish Council could contribute 10% (from contingency funds) if required. Cllr. Quested will be attending the planning obligations meeting on 08.08.16.

26. RIALTAS ALPHA ACCOUNTS PACKAGE

The Acting Clerk advised that as the accounts package is only on one computer, it would be beneficial for practical reasons and for internal policy control to have the package on both computers in the Parish Office, set up so the data is shared. The cost to do this would be an additional £85.00 per annum for the licence and a one off fee of £90.00 for the set up and installation of the software. Members AGREED to this and instructed the Acting Clerk to proceed accordingly.

Resolved: Purchase additional licence for an additional £85.00 per annum and a one off cost of £90.00 for set up and installation.

27. CORRESPONDENCE

Locality

Information regarding community housing - support & funding. Copied to Committee.

PKF Littlejohn LLP

Email correspondence regarding the annual accounts. Copied to Committee.

WSCC

Agenda for annual meeting between the WSCC pension fund pensions panel and employers in the fund on 27.07.16 at 2.15pm at County Hall Chichester.

NatWest Bank

Letter regarding reducing charges and updating the terms of business accounts. Copied to Committee.

Horsham District Council (HDC)

Email correspondence regarding the S106 POP application for the outside gym equipment. Copied to Committee.

28. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- **Review of PCC's lease. (RQ)**

29. PAYMENTS

Members received, considered and approved with all in favour payments to be made.

RESOLVED: that the payment of the following Direct Debits and Cheques be approved and signed:

D Blunden	450.00
Wightman & Parrish Ltd	35.06
WSCC	5372.79

The meeting closed at 8.39pm

.....Chairman

.....Date