



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD VIRTUALLY USING MICROSOFT TEAMS ON THURSDAY 30<sup>TH</sup> SEPTEMBER 2021**

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

**IN ATTENDANCE:** Mrs H Knight (Clerk and RFO)

*The meeting opened at 7.30pm*

### **217. APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

### **218. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

Cllr Henly declared a interest in agenda item 9, Pulborough Bowls Club, as a club member.

There were no changes to register of interests made.

### **219. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the online Meeting held on Thursday 22<sup>nd</sup> July 2021 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

#### Clerk's Report

The 2<sup>nd</sup> and final payment of the precept had been received from HDC.

As requested at the last meeting, the Clerk had enquired with HDC the latest position regarding the incorrectly installed footpath at Brookfields. The HDC compliance officer involved had advised that they were in negotiations with Cala Homes for a suitable resolution and would update us. Subsequently, a planning application has been received for a new footpath, which would be on the Planning & Services Committee agenda of 7<sup>th</sup> October 2021.

Min. 211, Covid-19 Financial Impacts – Snooker Club: The Clerk confirmed that the Snooker club had paid their reduced invoice (as agreed by Members) but were taking the Council's request for sight of their financial records to their AGM for decision. The Clerk would continue to seek this and report back.

Cllr Court gave a brief summary of her attendance at this week's Social Club committee meeting. The club were seeking some repair/improvement work by the Council but had not put this in writing. It was noted that most of these would form part of the refurbishment proposals in the council's live planning application.

**220. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**221. PARISH COUNCIL FINANCES**

Members had received bank reconciliations for Cashbook 1 as at 31<sup>st</sup> July 2021 and Cashbook 3 as at 31<sup>st</sup> July 2021. The reconciliations for August 2021 were not yet available. The July reconciliations were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

The previously issued 31<sup>st</sup> July 2021 was re-issued, as the August finances were behind schedule in being processed.

There were no creditor invoices over £30 outstanding.

Cllr Kipp had carried out the completion of Q4 31.03.21 and Q1 30.06.21 internal control inspections. It was **AGREED** that Cllr Court would undertake the next inspection to Q2 30.09.21 and the Clerk would arrange this with her in due course.

**222. SPORTS PAVILION DEVELOPMENT PROJECT**

It was noted that HDC had confirmed validation of the Council's planning application DC/21/1369 for part demolition and rebuilding of existing building with refurbishment of remaining building.

Members noted correspondence from HDC and the architect advising that the Parish Council could apply for reduced CIL monies due to be paid in connection with the application. It was **RESOLVED** to approve that the Clerk confirm this would be applied for.

Members discussed the publicity and public consultation around the project proposals. Noting that the planning application was now in the public domain for comment via HDC, it was **RESOLVED** that at this stage the Council would make reference to the proposals via editorial input to the church magazine and Sussex Local magazine.

**223. ALLOTMENT RENT REVIEW 2022-23**

Members had received the figure for the September issued RPI of 4.8%, together with a spreadsheet logging the numbers, position and costs of the various plots. It was noted that no increase had been made to the current annual rent. Following discussion, it was **RESOLVED** to advise plot holders that the annual rent for plots for 2022-23 would be increased by 4.8%, rounded up to the nearest whole pound.

**224. PROJECTED PLANNING**

Members received the last Projected Planning List 2019/20. The Clerk advised that this item had been omitted during the previous year due to other priorities. Members discussed whether some items had moved on, eg the Youth Club item and the review timeline for Neighbourhood Plan. It was also considered that some items would now fall within the scope of the A29 Stakeholder Group discussions, for which a meeting was to be scheduled as soon as practicable. Cllr Clarke agreed to check the status of planning application DC/15/1084 Land North of Highfield. It was **AGREED** to defer this item to the next meeting.

**225. LEASES – PULBOROUGH BOWLS CLUB**

Members received the copy of the lease, which was due to expire on 29<sup>th</sup> September 2022. The Clerk had added this item to allow plenty of time to consider renewal or any legal preparation work needed. Members discussed the costs pertaining to the premises, as the Parish Council pays the water rates. It was **RESOLVED** that Cllr

Ellis-Brown would meet with the Clerk to research the annual water service costs, and that the matter be deferred to a future meeting.

**226. GRANT AID 2021-22**

It was **RESOLVED** to appoint Cllrs Henly, Court and Ellis-Brown to the Working Party to undertake the initial review of applications following the deadline today. The Clerk would arrange a mutually convenient date for the group to meet and make recommendations to the next Committee meeting.

**227. MEETING VENUES FOR 2022 ONWARDS**

Following discussion, it was **RESOLVED** to approve that all council and committee meetings from January to June 2022 be booked at the Village Hall, noting that this would incur the additional annual cost of around £1,500 to be budgeted for. The matter would be reviewed in the spring to decide on the period from June 2023 onwards.

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

Members noted the circulated correspondence from Pulborough Football Club objecting to the annual rent charge for 2021-22 due from September. The Clerk had responded explaining the situation and the options regarding requesting a rent review during the preceding year onwards. No further communications had been received to date. It was agreed that the Council would await notice of the club's intentions.

**229. STAFFING**

The Clerk gave a verbal, confidential report on recent staffing matters.

Following discussion, it was **RESOLVED** that the Clerk proceed with contracting temporary administrative support for 10-15 hrs per week, commencing 13<sup>th</sup> October 2021, at the rate to be negotiated by the Clerk to the maximum amount agreed by the Committee. It was **RESOLVED** that the Clerk continue to investigate insurance policy cover of the contractor costs.

**230. CORRESPONDENCE**

Members received and noted the Correspondence List, as below.

**WSCC LGPS**

Email 30.07.21 from Rachel Wood, Pension Strategist: As it is not practical to host an all employer meeting this year, an update has been recorded. The presentation looks at key facts and figures from this year's Annual Report followed by information from investment management and actuarial officers and concludes with an update on the administration performance before highlighting some key business plan objectives for the year ahead.

*(link, presentations and Annual Report available from Clerk)*

**WSALC**

Email 07.09.21 advising that some minor changes have been made to the PWLB lending for smaller authorities, detailed in letter 12.08.21 from HM Treasury and in link:-

<https://www.dmo.gov.uk/responsibilities/local-authority-lending/what-s-new/>

**Came & Company Local Council Insurance**

Email 21.09.21 notifying change of name/rebranding to Gallagher from October 2021 (Came & Company has been part of the Gallagher group of companies for some time).

**4Sight Vision Support**

Email 27.07.21 Update on how the 2020 grant of £150 from the Council was spent, which enabled their Outreach team to support 3 of the 19 vulnerable, isolated members living in Pulborough during 2020.

**Pulborough Cricket Club**

Evidence (invoice for work) of completion of project/spending of 2020 grant from the Council.

**231. 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.

£	
Studio 5 (London) (From Pav Refurb /Tractor Shed)	1,000.00
Mr M C Weston	335.00
Cllr Mrs L Trembling	11.70
Travis Perkins	8.86
Laker Builders Merchants	68.48
Moore	720.00
Legal & General	39.08
ARD Playgrounds	276.00
NatWest Bank	5.25

***The meeting closed at 9.05pm.***

.....Chairman

.....Date