



# 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 24<sup>TH</sup> MARCH 2022 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Clarke (Chairman), Ellis-Brown, Hare, Henly, Hunt (arrived during min no. 291) & Kipp.

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk)

*The meeting opened at 7.32pm*

### **289. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reason approved, from Cllr Court.

### **290. 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.

### **291. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 24<sup>th</sup> February 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

#### Clerk's Report

Min. 278, 24.02.22 - Clerk's Report - Projected Planning: The final list was amended as discussed (removal of previous item 1a Acquisition of new recreation ground ref DC/15/1084 Land North of Highfield). The final list has been sent to HDC (Suzanne Shaw, Melanie Stowell, Adrian Smith) and to WSCC (Peter Smith). **Cllr. Clarke wasn't sure this was the correct contact at WSCC and suggested the Clerk send the list to Ian Myhill.**

#### Min. 281, 24.02.22 – Earmarked Funds:

The Schedule of Earmarking of funds previously agreed by the Committee is copied in Members' packs at this meeting, showing the final total figure to be transferred is £29,683.00. A CCLA subscription form is on the list of payments to be authorised this evening.

Background to final figures provided is as follows:

Neighbourhood Wardens - HDC has confirmed the final costs for 2021/22 of £44,167. The final figure of unspent Neighbourhood Warden budget is therefore considerably larger than anticipated, at £19,833, due to the two vacant posts for several months, as explained in the HDC email/projection spreadsheet from HDC Community Services Manager (copied in Member's packs). The amount Council has budgeted for 2022/23 is lower than the projection (figures at budget setting time were still unclear). The transfer of the underspend to the Neighbourhood Wardens EMR will provide a buffer for next year's costs at Year End 31.03.23.

Tractors & Equipment – The current unspent balance of £3,713 will need to have the towbar that needs fitting to the Groundsman's vehicle for transporting the hired chipper and the trailer, taken from this balance, totalling £404.00, so total to transfer is £3309.00.

Min. 282, 24.02.22 – Sports Pavilion project: HDC Community Services Team leader has asked WSCC whether their S106 funds could be used for this, they have confirmed it cannot.

Additional Update

WSCC's payroll outsource provider has made an error on all employees' salaries for March 2022. Underpayments will be sent in between payroll dates and overpayments will either be deducted from the employee's April salary or invoiced to the employee to pay the overpayment back. Consequently, the March invoice will be higher, but corrected for the April invoice. Relevant employees have been advised that an overpayment has been made (figures to be confirmed by WSCC) and adjustments will be made in their April salary.

**292. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**293. PARISH COUNCIL FINANCES**

Members received bank reconciliations for Cashbook 1 as at 28<sup>th</sup> February 2022 and for Cashbook 3 as at 28<sup>th</sup> February 2022. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members received the summary of Income & Expenditure compared to budget up to 22<sup>nd</sup> March 2022. After noting that the recently approved Pavilion repairs wouldn't take place until 19<sup>th</sup> April 2022, Members **RESOLVED** to **AGREE** that the cost of these repairs (£762.00) will be accrued, so the cost comes out of the 2021/22 budget as there is currently an underspend.

Members also received and noted the summary of Earmarked Reserves.

Members noted the completion of Q2 and Q3 internal control inspections.

The Deputy Clerk advised that there was one invoice outstanding, which has been chased that day.

**294. S106/CIL FUNDS**

No updated report has been received, so nothing to report.

**295. SPORTS PAVILION DEVELOPMENT PROJECT**

There is no update to report, but Members shared their frustration at the slow progress of this project.

**296. ANNUAL REPORT OF COUNCIL**

Members received individual reports from the Chairman of the Council and committee chairmen. Cllr. Hare advised that his paragraph regarding the Neighbourhood Wardens (NHW) may need to be edited before publication, depending on the recruitment status of the second Warden role. Cllr. Hunt advised that there are a few minor grammatical errors, which she would advise the Clerk on, but nothing to alter the content. Members **RESOLVED** to **APPROVE** each report, with NHW editing and minor changes as mentioned above.

**297. JUBILEE CELEBRATIONS – HDC GRANT**

Members received a letter from the Cabinet Member for Leisure and Culture regarding an offer of a HDC grant of up to £200.00 for parish councils for local events.

The Clerk contacted HDC advising that the Parish Council wasn't organising an event but a local community organisation was and asked if the grant could be passed onto them. HDC has confirmed that it could be passed on. Members **RESOLVED** to **AGREE** that they would like the Parish Council to apply for the grant and pass it on to the organisers of the 'Jubilee Picnic on the Green'.

Members noted that the 'Jubilee Picnic on the Green' was being organised, jointly, by Pulborough Community Partnership (PCP) and the Sports & Social Club, therefore, Members **AGREED** that half of the grant should be sent to each organisation.

**298. LEASES – PULBOROUGH BOWLING CLUB**

The Deputy Clerk advised that the Bowling Club have asked if they can hold an informal meeting to discuss the lease renewal. Members **AGREED** to this and **AGREED** that Cllrs. Clarke, Hare & Kipp attend the meeting, when arranged, and feedback to the Committee at the next available meeting.

**299. PULBOROUGH RAILWAY STATION**

Members received a request from GTR for a stakeholder letter of support for the nomination of Pulborough Railway Station for 'Access for All' funding and as the deadline for submission is 30<sup>th</sup> March 2022, this meeting was the most appropriate for the item to be added to.

Cllr. Clarke advised that HDC and PCP have sent letters of support and he has drafted and circulated a letter of support to F&P Members for consideration. After some discussion, Members **RESOLVED** to **APPROVE** the drafted letter to be sent as requested.

**300. CORRESPONDENCE****HDC**

Non-domestic rates bill 2022/23, confirming zero payment for the period 01.04.22 to 01.04.23 due to Small Business Rate Relief.

**Daisy Communications**

Letter 27.02.22 advising of price changes for 2022, which will increase by current/February RPI of 7.8%.

**301. 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.

£

Mrs E Henly	£12.00
Pulborough Social Centre	£52.50
Kent County Council	£279.22
Pricewatch Ltd t/as Local Fuels	£727.65
Travis Perkins	£61.15
Horsham District Council	£44,167.00
WSCC	£8,929.25
JV Roofing & Property Maintenance	£150.00
Fire Risk UK	£78.00
CCLA	£29,683.00

***The meeting closed at 8.27pm.***

.....Chairman

.....Date

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