



# 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> SEPTEMBER 2015  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Clarke (Chairman), Kipp, Qusted, Reddin & Wilson.

**IN ATTENDANCE:** Sarah Norman (Clerk and Responsible Financial Officer).

*The meeting opened at 7.30pm*

**28. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Tilbrook & Wallace.

**29. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**30. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23<sup>rd</sup> July 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

Item 21 - Parish Council Finances

Cllr Tilbrook had carried out the quarterly review as per the Internal Control Policy as agreed.

**31. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**32. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 as at 31<sup>st</sup> July and 31<sup>st</sup> August 2015. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members noted that there were no invoices which were more than 30 days overdue

Finally, it was **AGREED** that Cllr Qusted would carry out the quarterly inspection as per the Internal Control Policy.

The Clerk also circulated the most recent summary of earmarked funds and Members discussed the identified budget headings. Members also received a copy of the most recent Projected Planning report and after brief discussion it was agreed

that this should be reviewed at the next meeting as part of the 2016/17 budget debate.

**33. ANNUAL ACCOUNTS 2014/15**

Members noted the conclusion of the audit by Littlejohn LLP and that no comments had been received.

Members also noted the publication of the Notice of Conclusion of Audit on both the noticeboards and the Parish Council website on 4<sup>th</sup> September and this would remain displayed until 4<sup>th</sup> October, in excess of the required 2 weeks.

**34. GRANTS**

After discussion it was AGREED that Cllrs Reddin & Wilson will review the grant requests following the closing date of 30<sup>th</sup> September and make recommendations to the Committee at the October meeting.

**35. GRIT BINS**

The Clerk advised that it would not now be possible to install new bins in time for WSCC Highways to fill them. It was also noted that there was no specific budget for the provision of additional grit bins.

It was therefore AGREED that this issue should be noted during the forthcoming 2016/17 budget discussion, a specific budget allocated for the purchase of new bins and then a decision taken by the Planning & Services Committee after 1<sup>st</sup> April 2016 regarding the location of any additional bins.

**36. SOCIAL MEDIA**

Members received a report from the Assistant Clerk on the activity on Social Media.

Members also received an article from the Guardian website which gave tips on the effective use of social media.

Members felt that the expansion of the reach of the social media whilst slow was making progress. Members expressed their thanks to the Assistant Clerk for all her work and continued efforts in this regard.

**37. CORRESPONDENCE**

**Auditing Solutions**

2015 Newsletter. Copied to Committee.

**Came & Co**

Client Announcement. Copied to Committee

**38. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

- Half year income & expenditure compared to budget with projection through to year end.
- Projected planning and initial 2016/17 budget discussions
- Rydons School (onto Full Council)
- SDNPA consultation (onto Full Council)

**ITEMS FOR PUBLICATION VIA SOCIAL MEDIA**

None

**39. 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:

	£
Viking	138.64
Ricoh	307.25
Adept Heating & Mechanical Services Ltd	3693.00
Travis Perkins	44.16
Nat West	16.96

***The meeting closed at 8.20pm***

.....Chairman

.....Date