



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 26TH OCTOBER 2017
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Clarke (Chairman), Henly, Kipp and Queded

IN ATTENDANCE: Mrs H Knight (Clerk and Responsible Financial Officer)

The meeting opened at 7.30pm

44. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Tilbrook, Reddin and Hancock.

45. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

46. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 28th September 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min. 32 Parish Council Finances/Projected Planning: The Clerk had investigated the status regarding requirements for the basketball practice area tarmac pad. Unfortunately, some confusion in communications arose and the R&OS Committee had thought the query related to repair to a tarmac surface at the play park, due to the similarity in description and some historic confusion in minutes. The matter therefore remained to be clarified and queried with the Deputy Clerk/R&OS Committee.

Min. 33 Sports Pavilion/HDC loan: The Clerk and Cllr Queded had not been able to find record of the offer or meeting but would continue researching, time allowing.

Min. 34 Budget implications for replacement playground equipment: The Clerk had double checked with ARD, who had confirmed that any equipment needing replacement would be identified within their reports, and that the equipment lifespan shown in their reports meant future lifespan, not lifespan from date of installation: They would be amending their reports in future to clarify this. They had also been asked to number report pages for ease of reference.

Min. 43 Payments: Following query, the Clerk had checked with the contractor installing the new water system at the Sports Pavilion, who had confirmed that a one year warranty on pipework and fittings only applied.

47. **ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

48. **PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 to 30th September 2017. The bank statements had not been available at the previous meeting, therefore these were now checked to confirm bank reconciliation agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members received a summary of Income and Expenditure compared to budget to 30th September 2017 and the most recent summary of earmarked reserve funds to assist with budget discussions.

The Clerk reported that there were two invoices of over 30 days outstanding, being the annual rents due from Pulborough Patriots and from Pulborough Football Club. The Clerk advised that the PFC had requested the facility to pay by quarterly instalments, which the Clerk had agreed subject to Committee approval, and the first payment had been received. The Committee **RESOLVED** to ratify this arrangement.

The Clerk was asked to check how long the arrangement for periodic rent payments from the Sports & Social Club was agreed for.

Cllr Quested had yet to carry out the third quarter internal control inspection to the end of September, which would be arranged with the Clerk as soon as possible.

49. **BUDGET FOR 2018/19**

Members received a draft budget paper prepared by the Clerk as a starting point and discussed the potential budget for the 2018/19 civic year. It was noted that:-

- Rounding up or down had been made as appropriate where current spends were running close to budget
- £36,834 had been allowed for Neighbourhood Wardens, as previously agreed
- Staff salaries had allowed for a 1% increase, however this may or may not happen and the Clerk's attainment of CiLCA qualification, which attracted an SCP increase
- The training figure allowed for the expected CiLCA qualification cost for the Clerk as per contract of employment
- Insurance had been significantly increased due to IHLI insurance costs for 5 employees in the LGPS
- Memorial Garden had been kept at £100 as was currently a nil spend
- A separate EMR of c£11,426 existed for Neighbourhood Plan
- Following advice from the Internal Auditor, Christmas Lighting was shown as separate income and expenditure
- Hanging baskets had been kept at £1,000 as currently under-spent but complete new baskets were required
- Refuse collections had been increased to allow for additional dog bins at 4x £2.39/bin/week
- A considerable increase had been allocated to Highways/Other to allow for anticipated £4k spend for Broomers Hill gateway signs
- Grounds Maintenance/Water had been increased due to previous underestimates for Pavilion water meter
- Council Tax charge had been removed as a result of the rebate now applicable

- Electricity and gas had been reduced as currently under-spent at 17.8%
- Income from tenancies was unchanged but was a complete unknown due to potential rebuild project
- Maintenance supplies had been decreased as currently under-spent at 9.5%
- Other Recreation/other had been reduced from £3k to £2k and a separate line for added for Rivermead £1k to cover potential annual contractor vegetation clearance and a one off species survey of £600
- There was no anticipated spend at NCRG
- Pocket Park had been decreased from £2k to £1k as was currently 0 spend and mostly used volunteers
- There was no longer a council tax related grant from Horsham District Council
- There was an assumed street cleaning grant from HDC but this may change
- The HDC Council Tax base was as yet unknown so the previous year figure was assumed

The initial draft budget required a precept of £203,014 which, using the previous tax base of 2483.4, would result in a Band D equivalent of £81.75, ie £5.69 or 7.48% increase per household from the previous year's figure of £76.06. The predominant reason for increase is the funding for Neighbourhood Wardens, and residents had not given Council reason to suggest the community was unhappy with the Council continuing to fund the scheme beyond the two year pilot. Whilst it had been made clear that the publicized increase in precept for the Neighbourhood Warden Scheme would be approximately £4.76 or 6.25% just for that cost, Members were conscious that public may not appreciate that this did not reflect any other increases in budget. Members discussed options for restricting the increase to as close to or less than 6.25%. It was **AGREED** to remove the £4,000 allowed for Broomers Hill Gateway signs, which may be funded by external grant. The Clerk was asked to check the figures for Administrative Staff, Recreation Staff and Community Youth Worker to ensure these were sufficient. The Clerk would produce a further iteration of the draft budget as per discussions for further consideration and final recommendation at the November budget Committee meeting.

50. **RISK REGISTER**

The Committee reviewed and, after discussion, updated entries A1, A7 A8, A10, A11, F1, F2, F3 and F4 of Administration Schedule; entries 1, 7, 12a, 12c, 12d, 12f, 12g, 12j, 13a, 13, 15, 17, 18, and 19 of Governance & Management Schedule; and R1, R2, R4.2, R4.3, R4.5 and R5.2 of Recreation & Open Spaces Schedule. It was **RESOLVED** that updating of the Risk Register is approved and proposed for ratification to Council.

51. **TO REVIEW COUNCIL'S REQUIREMENTS FOR EXPENDITURE OF S106/CIL MONIES**

The Clerk had been asked to check why no HDC report had been available since July, and had been advised that a new report was to be issued but officers were under pressure due to new CIL procedures being incorporated and staff training. An October report had now been received and a copy given to Members. It was noted that there did not seem to be major change from the previous version and Cllr Qusted undertook to go through the new report. The Clerk also circulated a copy of WSCC S106 unallocated funds, received from County Cllr Arculus. Cllr Clarke also had a copy of WSCC S106 potential monies. Cllr Arculus had advised that there was an online application process which local councils and public had to use for S106 projects. She had requested a meeting with Cllrs Qusted and Clarke to discuss various Highways and S106 project matters, and it was **AGREED** to arrange this as soon as possible.

52. GRANT AID 2017

The Grant Aid 2017 Task and Finish Group had met and the Committee considered their recommendations (circulated). Following discussion, it was **RESOLVED** to recommend these to full Council without amendment.

53. TO PROGRESS CONCLUSION OF CLUB LEASE AND LICENCE RENEWALS

The Clerk reported that the solicitor had been in touch apologising for the previous delays and that there had been a further change of staff. The Clerk would advise the solicitor that the Council had decided to progress matters independently, however the Clerk wished to check a couple of points with the solicitor regarding the Snooker Club lease prior to final issue. Cllr Quedsted had undertaken to start working through the Stoolball Club licence but had not completed this.

54. REVIEW OF LGPS DISCRETIONS POLICY

The Council was required to review its Local Government Pension Scheme Discretions Policy annually. The Clerk did not have any recommendations for amendment. Following discussion and review, it was **RESOLVED** to advise WSCC in due course that the Council's LGPS Discretions Policy had been reviewed without amendment.

55. STAFFING MATTERS

Following discussion, it was **RESOLVED** to approve the Clerk's attendance at the Clerk's Technical Networking/Training Day on 2nd November 2017 at a cost of £65 + VAT.

56. CORRESPONDENCE

Members noted the correspondence as below (list previously circulated).

Horsham Matters

Email advising 2018/19 proposals for 2.5% employment costs increase for Community Youth Worker, making Pulborough Parish Council's contribution next year £12,252.90. (*Copied to Committee*) This would be put to full Council for approval but had been included for F&P budget consideration.

57. PAYMENTS

Following consideration, it was **RESOLVED** that the payment of the following cheques or direct debits be approved and signed:

	£
Association of Parish Councils	100.00
Professional Weed Solutions Ltd	114.00
Kent County Council	95.80
Kent County Council	89.92
S R Brierley Groundwork Services	2148.00

Following query, the Clerk was asked to investigate the considerable increases in electricity and gas consumption at the Sports Pavilion during the summer months.

The meeting closed at 9.20pm

.....Chairman

.....Date