



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON WEDNESDAY 26TH JULY 2018 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs: Clarke (Chairman), Kipp, Henly, Tilbrook and Qusted (arrived at min. no. 18).

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

*The meeting opened at 7.35pm*

**14. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**15. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**16. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 28th June 2018 as a true and accurate record of the proceedings, and the Committee Chairman duly signed them.

Clerk's Report

Min. 7 - S106/CIL

HDC advised that the spending deadline can vary, but in most cases the spending deadline (if there is one) runs from the date of payment of the contribution.

Min. 11 - Staffing

The Clerk contacted HDC who advised that if the Warden Scheme agreement isn't renewed at renewal date by Pulborough Parish Council, then there's a natural end to the agreement and no costs for the Parish Council. (HDC would try to re-deploy the NHWs anyway). However, if the Parish Council ends the agreement mid-term, causing redundancy, then the Parish Council would have costs to pay. In either case, 4 months notice is required.

**17. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**18. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for Cashbook 1 & 2 to 30th June 2018 and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members also received a statement of Earmarked Reserves (EMR) and a summary of income and expenditure compared to budget as at 30th June 2018.

There were no invoices over 30 days outstanding.

**19. POLICIES/STRATEGIC DOCUMENTS**

Members received and reviewed the following policies and strategic documents and **RESOLVED** to **RECOMMEND** to Full Council the following documents:

- Investment Policy. The Investment Policy will be referred to in the F&P Committee Terms of Reference.
- GDPR/Data Protection Policy.
- Freedom of Information Policy.
- Privacy Notice for Staff.
- Financial Regulations.

**20. INSURANCE RENEWAL**

Members received quotations for insurance renewal including one option of a Long Term Agreement. After some discussion Members **RESOLVED** to proceed with the Long Term Agreement with 'Inspire' at an annual premium of £4784.36. The Chairman of the Committee would like further clarification on the Long Term Agreement if a new building is installed within the agreement period. The Clerk will report at the next F&P meeting.

**21. INVESTMENT OF EARMARKED RESERVES (EMR)**

The Deputy Clerk advised that the Internal Auditor stated in their final report that they wished to take the opportunity to advise the Council that new statutory guidance on local government investments has been issued. This guidance requires all Town and Parish Councils with total investments that exceed £100,000 at any time during the financial year to develop an Investment Strategy effective from the 1<sup>st</sup> April 2018. Therefore, the Deputy Clerk has gathered information regarding a short term investment option and a longer term investment option, with CCLA, for the EMR held by the Parish Council, which members received copies of. After some discussion, Members **RESOLVED** to transfer the EMR, currently at £224,370.13, to the CCLA Public Sector Deposit Fund.

**22. RISK MANAGEMENT SOFTWARE**

Members received quotations for a risk management software program as suggested in the Internal Audit Report. The Deputy Clerk advised that it was recommended in the Internal Audit report that the Parish Council simplify the current register and use more detailed assessments in certain areas. Specific software has been developed to assist councils in this respect. After some discussion, Members **RESOLVED** to proceed with the quotation from DMH Solutions Ltd for £110.00 + vat. Once all the initial information has been transferred to the new software, Members would like Full Council to approve the templates and reports produced.

**23. STAFF TRAINING**

Members ratified the cost of 'Play Area Routine Inspection Course' for the Groundsman of £60.00.

**24. ITEMS FOR NEXT F&P AGENDA**

Cllr. Kipp would like to discuss the option of using an alternative accounts software program, which offers links to make other aspects of the administration process easier. Cllr. Kipp will send a link to the software for Officers to review. The Deputy Clerk advised that an IT audit has recently been carried out, which may make similar recommendations, but Officers need to review the report in detail before bringing this to the F&P Committee, therefore, this item will be added to the next available F&P agenda, giving time for Officers to investigate fully.

**25. CORRESPONDENCE**

**PULBOROUGH CRICKET CLUB**

Thanks to the F&P Committee for the concessions applied to the Cricket Club's annual rental.

**26. PAYMENTS**

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

Lancing Parish Council	60.00
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***The meeting closed at 8.25pm***

.....Chairman

.....Date