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|  | PULBOROUGH PARISH COUNCIL  *Working together for a better future* |

PULBOROUGH PARISH COUNCIL

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MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 26th September 2024 AT THE SPORTS & SOCIAL CLUB**

**PRESENT:** Cllrs: Clarke (Chair), Court, Lee

**IN ATTENDANCE**: Mr H Quenault (Clerk)

***The meeting opened at 7.32pm.***

1. **Apologies for Absence**

Apologies for absence and reasons were received from:

Cllr Elizabeth Hunt (Personal Commitment)

Cllr Jon Cambell (HDC Commitment)

Cllr Ellis Brown (HDC Commitment)

1. **Declarations of Interest and Changes to Register of Interests**

There were no declarations of interest made. There were no changes to Councillor’s register of interests.

1. **Minutes**

The Committee **RESOLVED** to approve the Minutes of the Meeting Thursday 27th June 2024 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

1. **Public Speaking**

There were no public speakers present, therefore the Chair moved onto the next item on the agenda.

1. **Parish Council Finances**

There were some questions raised during the discussion of the budget lines:

Social Club Tenancies was noted as currently showing a nil balance. This was explained as a combination of the social club’s treasurer being on holiday and the cut off period of the report. The balance has since been received.

Comments were made regarding the fuel, tractor and vehicle budget being overspent. This was explained that the mower had undergone a full service which required the purchase of new blades and rollers.

There was some explanation over the amount found in both the MUGA income and expenditure. This was the movement of the grants and reserves in line with the new MUGA.

The budget for trees was noted as currently being fairly underspent, however, it was noted that several large invoices had been approved from recreation and open spaces. It was noted that the tree survey had occurred this year and that would not been needed next year.

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2, Cashbook 3 & Cashbook 4, a summary of income & expenditure and the statement of earmarked reserves as at 31st August 2024.

1. **Drug & Alcohol Policy**

The Clerk clarified why this policy was recommended. It offers protection to the Council as well as those who volunteer, are employed or Councillors.

There was concern over the complete abolishment of alcohol while representing the Parish Council due to previous social events where alcohol has been consumed.

1. There was a concern over a grammatical point, in item 5, which will be changed by the Clerk.
2. The sentence on the restriction on alcohol while representing the Parish Council will have an exception regarding social events.

The committee **RESOLVED** to approve the drug & alcohol policy as per appendix D, with the above numbered changes.

1. **CCTV Policy**

The Clerk clarified why this policy had been created. It was noted that it was written in line with ICO guidelines.

The committee **RESOLVED** to ratify this policy as per appendix E.

1. **Staff Driving Policy**

The Clerk clarified why this policy had been created. One change was requested.

1. A clause to be inserted over the prohibition of smoking or vaping inside the vehicle.

The committee **RESOLVED** to ratify this policy as per appendix F with the above numbered changes.

1. **Signed External Audit & Certificate**

The Clerk explained the certificate. The Committee thanked the Clerk for his work on a successful audit.

The members **NOTED** receipt of the Signed External Auditor Report Audit Report and Certificate 2023/2024.

1. **Grant – Election of Members (Special Group)**

There was a clarification over the agenda item.

The members **RESOLVED** to elect Cllr Lee, Cllr Court & Cllr Cambell to review the grants received and to bring the recommendations to the next Finance & Policy meeting (24th October) for discussion.

1. **Payments**

There were no payments.

***The meeting closed at 9.15pm.***

……………………………………..Chair

………………………………………Date