



PULBOROUGH PARISH COUNCIL

Working together for a better future

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 28TH FEBRUARY 2019 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Court, Henly, Kipp, Tilbrook and Qusted

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.32pm

80. APOLOGIES FOR ABSENCE

All committee members were present.

81. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

82. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 24th January 2019 as a true and accurate record of the proceeding. The Committee Chairman duly signed the Minutes.

Clerk's Report

Min. 68, Parish Council Finances:

The higher interest received was due to the higher return since switching to the CCLA bank account.

The 2p balance in the Pocket Park EMR would be moved at the year-end closedown.

Min. 75, Staff Appraisals

These would take place in March.

83. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

84. PARISH COUNCIL FINANCES

Members received bank reconciliation for Cashbook 1 as at 31st January 2019 and Cashbook 3 as at 31st January 2019. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

It was noted that Cllr Tilbrook had carried out the quarterly inspection to 31st December 2018, as per the Internal Control Policy.

The clerk reported on one MSF hirer whose invoices for December and January remained unpaid over 30 days. The debt was actively being followed up.

It was noted that the introduction of online banking was working well and processes seemed straightforward. Cheque payments for services were now the exception.

Members discussed potential movement of earmarked reserves (EMRs) in readiness for the year-end financial closedown, using the EMR schedule to 31st January 2019 (circulated). With the introduction of online banking, some transfers were already carried out during routine financial management, such as expenditure on Neighbourhood Plan meeting room hire. Any final movements would be agreed at the March committee meeting but in the interim the following potential changes were highlighted:-

- New Tractor EMR of £2,507.17 to be reviewed to add 'Machinery' and increase amount; (R&OS C'ttee Min. 82, 14.02.19 refers)
- MSF Resurfacing/Playgrounds potentially reduce EMR and transfer some of funds to New Tractor / Machinery EMR, dependent on awaited quotes for resurfacing costs; Also awaited is investigation as to whether a new mower could be funded through S106 monies; (R&OS C'ttee Min. 82, 14.02.19 refers)
- Pocket Park EMR will be zero balance (transferring 2p balance), and not increased from 31.03.19, as agreed in March 2018, since only routine maintenance costs were likely now.
- Neighbourhood Wardens EMR figure would be transferred leaving a zero balance, in line with the original intention to fund this from general reserves and precepting.
- An unspent balance of £3,500 remained from the Community Benefit Payment. This was currently placed as Other Income but should be allocated rather than absorbed. Appropriate allocation could be towards funding the Community Youth Worker in the event of a funding shortfall needing to be met to continue the Pulborough/Billingshurst cluster CYW provision;
- Cousins Way EMR should be reviewed to ensure this was sensible allocation and a project likely to proceed in the short term. Potential re-allocation could be towards the Sports Pavilion Refurbishment EMR, or towards Neighbourhood Wardens or Community Youth Worker;
- The MSF salary budget may not be needed and was therefore a potential source of additional funding for one of the above projects. The MSF facility was regularly being used and administration had been successfully absorbed into PPC office tasks. Despite promotion, hiring was quite low level and could increase. Members felt it prudent to maintain this budget in case needed for additional staff cover.

It was **AGREED** that the Clerk and Deputy Clerk would provide a report incorporating recommendations for consideration at the March meeting in line with the foregoing.

85. S106 FUNDS – UPDATE ON WSCC FUNDS HELD BY HDC

Cllr Clarke gave a brief verbal update. The onus is on PPC to advise WSCC of highways projects potentially suitable for WSCC S106 funding. It was not yet clear, however, what the process is to progress such proposals. It is important to ensure an up to date Transport Plan is in place and agreed with WSCC. Cllr Tilbrook advised that the P&S C'ttee has started to review this. The Clerk was asked to investigate receiving notification from WSCC of planned highways programmes of work.

An example of proposing suitable schemes for WSCC S106 funding was the recent successful application by PPC funding for purchase of three new bus shelters. This was due to a district councillor identifying the funds. However, the process had not been straightforward and had taken considerable time.

Some discussion ensued about the new bus stops and Members **AGREED** that the chief officer of Brinsbury College be invited to a photo opportunity with the Council Chairman as part of a press release. The Clerk was asked to take this forward in due course when installation of the bus shelters was underway.

86. PULBOROUGH VOLUNTARY COMMUNITY GROUPS – VOLUNTEERING ‘GAPS’

Cllr Tilbrook updated Members briefly that this item did not need to be progressed. The contact he had been liaising with had subsequently decided that the potential co-ordinator role was not what they were looking for. Additionally, it was noted that the Neighbourhood Wardens were actively promoting volunteering opportunities in Pulborough as well as other bodies.

87. COMMUNITY YOUTH WORKER

Members noted correspondence from the CEO of Sussex Clubs for Young People (SCYP), circulated. SCYP and 4The Youth Ltd have arranged an open meeting for all parish councils on 12th March 2019. It wasn't clear whether PPC should attend this, since a discussion had already taken place with SCYP at the full Council meeting last week. SCYP had confirmed to the Clerk that they had received details of PPC/BPC cluster service delivery from Horsham Matters and were working on a proposal based on £28k cluster funding. The proposal should be available shortly and could then be adjusted if needed. It was **RESOLVED** that the Clerk would obtain references for the potential new youth service provider/s and that further information would be considered, if available, at the March Council and Committee meetings.

88. NEIGHBOURHOOD WARDEN SCHEME

Further to discussion by full Council the previous week, there was an opportunity to review the current shift pattern worked by the two Neighbourhood Wardens to ensure the scheme was meeting the Council's parish requirements. HDC, who co-ordinate the neighbourhood warden schemes, had asked PPC to notify any suggested amendments in line with local needs. Following considerable discussion, it was **RESOLVED** that HDC be asked to look at a shift pattern that would provide weekday coverage of at least one warden and a shift end time of 2300 hours during the summer period.

89. STAFF TRAINING

It was **RESOLVED** to approve attendance of the Clerk at the Clerk's Network/Training day on 4th April 2019 in Brighton, at a delegate cost of £90 + VAT.

90. IAS 19 / FRS 102 REPORT MARCH 2019

Members **RESOLVED** to ratify the Clerk's action in notifying WSCC that the report was not required by the Parish Council.

91. ITEMS FOR NEXT AGENDA

- Earmarked reserves and accounting movement to be agreed
- Community Youth Worker, pending further details and Council consideration

92. CORRESPONDENCE

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

NAT WEST BANK

Brochure: Changes to banking

93. PAYMENTS

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

Pulborough Social Centre	£43.02
CCC Finance (Sovereign Design Play Systems Ltd)	£133.98
Rialtas Business Solutions Ltd	£142.80
West Sussex County Council	£7989.77
Mrs L Underwood	£587.77

The meeting closed at 8.34pm

.....Chairman

.....Date