



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 13th NOVEMBER 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Ellis (Vice-Chairman), Kipp, Qusted & Wallace.

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

The meeting opened at 7.30pm

52. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Clarke & Tilbrook.

53. DECLARATIONS OF INTEREST

Cllrs Kipp and Qusted declared a personal but non prejudicial interest in Agenda item no 6, Grants, as they have an involvement with groups applying.

54. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 23rd October 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 44 – Weekend Litter Warden

The incumbent of the temporary position had accepted the offer of a permanent post. The Clerk had purchased a winter hi viz coat and gloves for him.

Item 47 – Internal Control Policy

Cllr Ellis had carried out the reviews for the quarters ending 30th June and 30th September. The next review will be due in January 2015 for the quarter ending 31st December 2014 and it was AGREED that another Member of the Committee should carry out this review.

Cllrs Ellis and Qusted will be in attendance on 16th December to meet the Internal Auditor.

55. ADJOURNMENT FOR PUBLIC SPEAKING

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

56. PARISH COUNCIL FINANCES

Members received a Bank Reconciliation for cashbook 1 as at 31st October 2014, confirmed their agreement to the Bank Statements and the Vice Chairman signed the bank statements accordingly.

Finally, Members noted that the only invoices more than 30 days overdue were for the S&SC (£2,112.21) and the balanced owed by the Snooker Club (£600).

57. GRANTS

Members received proposals for the grant budget allocation of £7000, as drafted by Cllr Ellis. It was noted that the total allocated was £6,700.

Members discussed and AGREED the following changes :-

- i) Youth Centre increased to £750 (amount of request) from £700
- ii) Pulborough Community Partnership reduced from £200 to £150
- iii) Citizens Advice Bureau (whose application was received just after 30th September deadline) be awarded £150
- iv) Pulborough Pythons be allocated £130 for rent of St Mary's School, as in 2013/14

This would result in awards totalling £6,980.

RESOLVED: Recommend the agreed grant awards to Full Council for ratification.

58. BUDGET AND RESULTING PRECEPT REQUIREMENT FOR 2015/16

Members received a draft Budget for 2015/16 as per the discussions at the previous committee meeting (see minutes of the meeting held 23rd October, minute no 45).

It was noted that this budget would result in an income requirement of £174,064. Cllr Quedstedt queried the need to increase the Bank Charges from £300 to £306 and it was AGREED that this should remain at £300 for 2015/16.

Taking this amendment into account, the income required from precept/HDC grant was reduced to £174,058.

After discussion, Members AGREED that the Budget should be recommended to Full Council. However, it was noted that the final budget and resulting precept requirement cannot be agreed by Council until details of the Tax Base (Band D equivalent houses) and level of grant to be paid, are confirmed by Horsham District Council which may not happen until the end of the year.

Members received examples of the impact on the budget using assumptions about the grant level and the possible increase in the per house charge but could make no firm recommendations until further details known.

However, Members did feel that the increase should not exceed 1% or 75p per annum on the per household charge.

RESOLVED: The draft budget be recommended to Full Council but subject to amendment when details of the grant and tax base are known.

59. CORRESPONDENCE

Goodman Nash – offer of services regarding rates refunds. Members noted that the Chairman and the Clerk had looked at the rates when this circular had been issued previously and could not see that there was an overpayment. Members AGREED that this should not be pursued.

LASER – notification of Gas charges for 2015/16

60. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None (next meeting will be January 2015)

61. 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:

	£
Pulborough Social Centre	36.00
F Bushby	55.00
West Sussex County Council	11062.92
Brady Corp Ltd	65.62
Pulborough Social Centre	59.50
Travis Perkins	30.30
SSALC Ltd	60.00

The meeting closed at 8.15pm

.....Chairman

.....Date