



# 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 24<sup>th</sup> MARCH 2016  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Kipp (Vice-Chairman), Qusted & Reddin.

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

*The meeting opened at 7.30pm*

**74. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Clarke & Tilbrook.

**75. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**76. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28<sup>th</sup> January 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

Item 67 Parish Council Finances

As instructed the Clerk had queried the issue of "rounding" on the Alpha system and was advised that there is nothing that can be done about this.

**77. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**78. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbooks 1 as at 31<sup>st</sup> January and 29<sup>th</sup> February 2016. Members confirmed their agreement to the Bank Statements and instructed the Vice Chairman to sign the bank statements accordingly.

Members received and accepted a comparison of Income and Expenditure to Budget for the year to date together with an explanation of significant variances to the budget. It was **AGREED** that the Clerk should vire funds from the Contingency Budget to cover the excess expenditure for the Legal Fees (£2340), Pavilion Water (£835) and Pavilion repairs (£2643).

**RESOLVED: Funds be vired from the Contingency Budget**

Members noted that there were two invoices which were more than 30 days overdue:-

#### Snooker Club

Members noted that the club had only paid £75 for the last quarter rather than the £212.50 that had been anticipated. This had been because it had not been possible to use the club during December and January as there had been no heating at the Pavilion. The Club have therefore proposed that they only pay £75, resulting in an overall reduction in their annual rent to £712.50 rather than the £850 as originally invoiced. It was noted that this will result in a balance still outstanding of £425. After discussion it was AGREED that this was a reasonable request.

**RESOLVED: The Snooker Club annual rent be discounted by £137.50 to a revised annual rent of £712.50.**

#### Christmas Lights

1 invoices remains unpaid from the Corn Store despite chasers by email and post.

It was AGREED that Cllr Qusted will carry out the quarterly inspection before 15<sup>th</sup> April 2016.

### **79. EARMARKED FUNDS**

The Clerk circulated a summary of the proposed transfer to and from the earmarked funds for the year ending 31<sup>st</sup> March as attached as Appendix 1.

It was AGREED that a net amount of £309 will be transferred from the earmarked funds Liquidity Manager account to the general Reserve Account prior to the end of the financial year and Cllrs Kipp and Qusted signed the instruction letter to Nat West accordingly.

It was AGREED that all other under spends would be added to the General Reserves to fund the expenditure for the Community Wardens.

### **80. STAFFING**

**Due to the nature of this item, the discussion was deemed Confidential and if members of the public and press had been present, they would have been asked to leave the room**

Following the Clerk's resignation, Members received the offer of recruitment services, including timetable, from SALC and AGREED to accept the offer at a cost of £435.00. Members requested that the deadline for applications be moved back a week to 22<sup>nd</sup> April, to take account of the Easter holidays. It was noted that this will impact on the interview dates and it was suggested that these should take place on either Tuesday 3<sup>rd</sup> or Wednesday 4<sup>th</sup> May 2016.

**RESOLVED : To engage SALC to provide recruitment services at a cost of £435 plus VAT.**

Members received the advert, job description and person specification, AGREED their content and instructed the Clerk to forward to SALC for publication.

**RESOLVED: To accept the proposed Advert, Job Description and Person Specification and instruct SALC to publish**

Members AGREED that Cllrs Qusted, Clarke and Reddin should attend the interviews along with the Assistant Clerk and a representative from SALC.

Members noted that whilst awaiting the appointment of a new Clerk, it would be necessary to make temporary arrangements for the roles of Clerk (LGA 1971 s112) & Responsible Financial Officer (LGA 1972 s151). It was proposed with all in favour that the Assistant Clerk be appointed to act in these roles until a new Clerk is appointed.

**RESOLVED: The Assistant Clerk be appointed to act as Temporary Clerk and Temporary RFO from Monday 18<sup>th</sup> April 2016 until a new Clerk is in post.**

Members noted that the Assistant Clerk had offered to increase her hours on a temporary basis up to a total of 27 hours per week until a new Clerk is appointed and all AGREED to accept this offer.

**RESOLVED: To approve additional hours of 7 hours per week (27 hrs in total per week) for the Assistant Clerk until a new Clerk is appointed.**

Members also discussed the pay scale for the temporary appointments and it was AGREED with all in favour that this should be equivalent (pro rata) to SCP 29 of the agreed pay scales.

**RESOLVED: The temporary Clerk and RFO be remunerated equivalent (pro rata) to SCP 29 until a new Clerk is appointed.**

Finally, Members noted that the Parish Office would be unable to provide any administrative support to the Neighbourhood Plan steering group until a new Clerk was appointed.

It was AGREED that temporary cover by a temporary member of staff at a rate of £10 per hour could be provided by the Parish Council.

**RESOLVED : Temporary staffing for NP administration at a rate of £10 per hour.**

**81. S106**

As no up to date summary had been received from HDC it was AGREED that discussion of this issue should be postponed until an up to date schedule is received.

**82. POLICIES**

Members received and AGREED with all in favour to recommend the following policies to Full Council for ratification :-

- \* Health & Safety Policy
- \* Equality & Diversity Policy
- \* Staff Recruitment Policy
- \* Disciplinary and Grievance Policies
- \* Data Protection Policy
- \* Information Security Policy

**83. RISK REGISTER**

Members received the register and AGREED to the following sections :-

Administration	A2, A2a, A3, A4, A6, A7, A8, A10 & A11
Finance & Policy	F2, F3 & F4
Ownership/Council Property	O1 & O4
Governance & Management	1,2,3,4,5,6,6a,7,10,11,12,12d,12g,12i,12m,13a,14,15,18 & 19

#### **84. LEASES AND LICENCES**

Members received the draft Licence and Leases as circulated by email prior to the meeting.

Members noted and AGREED with the Stoolball map be amended to accommodate their request.

Members also noted the suggestion by the Pythons to reduce the number of pitches in the Licence as they did not have a full complement of teams at the current time but it was felt that this situation may change over the term of the Licence and should therefore remain as before. It was also AGREED that it would not be possible to reduce the level of rent.

Finally, Cllr Quedstedt noted that the rental figures stated do not say excluding VAT and it may be that during the term of the Lease the Council "Opts to Tax". It was subsequently noted that the rent would be Business Exempt as far as VAT was concerned and that this would not therefore be in issue.

Following discussion, it was AGREED that subject to the amendments AGREED above, the Leases/Licences should be returned to Wellers Hedley and that they be asked to send to the clubs for signature and return as soon as possible.

**RESOLVED: Leases and Licences be issued for signature by Wellers Hedley.**

#### **85. CORRESPONDENCE**

##### **External Audit**

Update from Smaller Authorities 'Audit Appointments Ltd. Copied to Committee.

##### **Goodman Nash**

Promotional material regarding possible reclaim of overpaid Non Business Rates. Copied to Committee.

##### **Came & Co**

Information regarding celebrations for the Queen's 90<sup>th</sup> Birthday and implications for Parish Council insurance. Copied to Committee.

##### **LGPS**

Further consultation on limiting public sector exit payments.

##### **RICOH**

Offer of new 5 year Photocopier contract (current contract due to expire April 2016) resulting in an estimated reduction in quarterly costs of £7.60 per quarter. As no increase in costs, the Clerk proposed to sign the agreement to ensure that the new machine can be installed as soon as the contract expires and Members all AGREED.

##### **HDC**

The Business Rate - Your Questions Answered (Feb 2016)

#### **86. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

Changes to structure of Council and Committees

Annual Accounts

Staffing

##### **ITEMS FOR PUBLICATION VIA SOCIAL MEDIA**

Parish Clerk vacancy

**87. 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:

	£
Wellers Hedleys Solicitor	1200.00
Fire Risk UK	97.20
Ray Quested	25.85
WSCC	6541.18
Beechdown Arboriculture	290.00

***The meeting closed at 8.31pm***

.....Chairman

.....Date