



# 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 17<sup>th</sup> DECEMBER 2015  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Clarke (Chairman), Qusted, Reddin, Tilbrook & Wallace.

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

*The meeting opened at 7.30pm*

**51. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kipp.

**52. DECLARATIONS OF INTEREST**

There were no declarations of interest.

The Clerk reported that the Parish Office had received a hamper from Willowmead Ltd. As the Parish Council has a policy not to accept gifts of this nature, it was decided that the hamper should be donated as a raffle prize for the Village Market on 19<sup>th</sup> December.

**53. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 22<sup>nd</sup> October 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**CLERKS REPORT**

Item 47 - Staffing Update

The Assistant Clerk has now registered with SALC for the CiLCA training course with the first of the two sessions scheduled for April.

**54. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**55. PARISH COUNCIL FINANCES**

Members received Bank Reconciliations for cashbook 1 as at 31<sup>st</sup> October and 30<sup>th</sup> November 2015. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

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

### Snooker Club

Members noted that the club would be paying the rent in 4 instalments throughout the year and had made the 1<sup>st</sup> payment of £212.50 on 29th September 2015.

### Sports & Social Club

Rent and insurance for the quarter ending 30<sup>th</sup> September which was invoiced on 2<sup>nd</sup> October and chased on 17<sup>th</sup> November 2015.

### Christmas Lights

Members noted that there were several invoices outstanding for the £10 contribution towards the Christmas trees but these were only just 30 days overdue as they were issued on the 16<sup>th</sup> November.

Finally, it was AGREED that Cllr Clarke would carry out the Internal Control Review for the quarter ending 31<sup>st</sup> December 2015.

## **56. NEIGHBOURHOOD WARDENS**

The Clerk advised the Police & Crime Commissioner had now changed the eligibility terms for the grant towards this initiative and it been decided that funding would not be awarded to applicants using a third party (such as Horsham District Council) to administer the scheme.

Furthermore, it had been advised that the grants would only be for one warden.

As a result of these changes and budget constraints, Billingshurst Parish Council (BPS) has now decided to employ one warden directly. Pulborough Parish Council were still welcome to join with BPC if they desire; the Warden would be employed by BPC and Pulborough Parish Council would “buy in” to the scheme by way of a Service Level Agreement.

Members went on to discuss at length the costs involved and effects on the budget of abandoning the initiative completely, “buying in” to BPC’s scheme and finally of going alone with a two warden scheme with Horsham District Council.

Members felt that the provision of wardens should still be an intention although it was acknowledged that there would have to be a delay. Members felt that a one warden, employed directly scheme was not desirable. It was noted the HDC two warden scheme would cost £80,000 per annum and this would require an unacceptable increase of £23.14 in the parish precept equating to 32%. It was noted that the Parish has substantial general reserves of £128,000 and earmarked reserves of £198,000 and that some of these could be used to fund wardens in the initial years.

Members also suggested that other funding be sought. Furthermore, it was suggested that costs could be reduced by inviting other neighbouring Parishes to buy in to the scheme and also by investigating with HDC if it is possible to have 1½ wardens i.e. 2 wardens working three quarters of the hours of a full time warden.

With regard to funding the wardens, Members noted assuming a 1% increase in the per house charge, that there was a sum available from the 2016/17 budget to earmark for the wardens scheme of £17,330. It was also proposed that this earmarked budget be increased by £32,670 from general reserves on 31<sup>st</sup> March 2016 to give a total of £50,000 available as at April 2016 for the funding of wardens.

After full discussion, it was proposed with all in favour, to recommend to Full Council that the parish precept be increased by 1% (72p per annum for a Band D property) and the intention, whilst delayed, would still be to provide wardens through an HDC Scheme.

**57. BUDGETS FOR 2016/17**

Members received the draft budget as prepared by the Clerk.

Members went through each of the budget headings. It was AGREED that the grant budget should be increased by £3,000 to £10,000 and Councillors encouraged to propose initiatives that could make use of this to meet a need within the community. Members noted that with cuts still to come at County and District level there may be gaps in services in the future that the Parish Council can help to fill.

It was proposed, with all in favour, to accept the budget which results in an income requirement from the parish precept of £180,010 and an increase of 1% in the per house charge. It was also noted that there will be a grant payable of £4,367 by Horsham District Council.

**RESOLVED: To recommend to Full Council a 1% increase in the per house charge resulting in a Parish precept of £180,010.**

**58. LOCAL GOVERNMENT PENSION SCHEME**

After discussion, Members AGREED that the production of the IAS19/FRS17 reports was not required by Pulborough Parish Council.

**RESOLVED: No IAS19/FRS17 is required.**

**59. EXTERNAL AUDIT**

Members received a briefing note from NALC regarding changes to the requirements in the audit for smaller authorities from 2017.

Members noted that NALC is proposing a Sector Led Body (SLB) to procure audit for smaller authorities from April 2017. The SLB will be responsible for procuring audit services for smaller authorities such as Pulborough Parish Council and for the management of these audit contracts for a period of 5 years. All smaller authorities will be automatically opted in to the new SLB and will have an auditor procured for them. Any authority has the right to opt out of the new arrangement and this must be agreed at a formal meeting of the council.

After full discussion, it was AGREED that Pulborough Parish Council will not "opt out" of the SLB arrangement.

**60. CORRESPONDENCE**

Letter to PCC from Lawrie Ellis. Copied to Council.  
Wellers Hedleys Newsletter. Copied to Council.

**61. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

Procurement

**ITEMS FOR PUBLICATION VIA SOCIAL MEDIA**

**62. 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:

	£
New Call Telecom Ltd T/A Fuel Broadband	11.04
Nat West	28.14

***The meeting closed at 8.46pm***

.....Chairman

.....Date