



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 28th JANUARY 2016
AT THE SPORTS PAVILION**

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

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

The meeting opened at 7.30pm

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kipp, Tilbrook & Wallace.

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17th December 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 59 - External Audit

The Clerk had circulated as part of correspondence an update from the Smaller Authorities Audit Appointments Limited which has now been created to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017. Members also noted that the intention is that fee rates will not exceed those applicable to accounts in the 2014/15 financial year which amounts to £600 per annum for Pulborough Parish Council (on the assumption that income or expenditure continues to exceed £200,000).

66. ADJOURNMENT FOR PUBLIC SPEAKING

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

67. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbooks 1 & 2 as at 31st December 2015. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received a comparison of Income and Expenditure to Budget as at 31st December 2015. Cllr Qusted commented an anomaly in the comparison produced

by the Alpha system due to rounding. The Clerk was therefore instructed to query this with RBS Software to enquire whether there was a fix for the problem.

Members also received a summary of earmarked funds as at 31st December 2015.

Members noted that there were thirteen 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 1st payment of £212.50 on 29th September 2015.

Christmas Lights

12 invoices remain unpaid and will be chased again.

Finally, the Clerk advised that she has received a quotation from Burgess & Randall for a chainsaw and all safety equipment for the groundsman. Burgess & Randall are offering a 15% discount and the Clerk has compared prices on the internet and the quotation appears competitive. The Clerk will therefore proceed to order the equipment to ensure that the groundsman has all necessary safety equipment. It was AGREED, with all in favour, to allocate this expenditure to the unused Election budget.

68. INTERNAL AUDIT

Members received the report from the interim audit carried out by Auditing Solutions and noted that there were no areas for comment.

The Clerk reported that the Auditor had highlighted to her the Public Contracts Regulations 2015 (to be discussed later) and also the changing to National Insurance Contributions resulting from the abolition of the contracted out NI rates in April 2016. The Clerk confirmed that the Budget included for 2016/17 takes this into account.

69. PUBLIC CONTRACTS REGULATIONS 2015

The Clerk had circulated the following publications by NALC

- * Legal Topic Note 87 (Jan 16) - Procurement
- * Legal Briefing L05-15 (July 15 Updated Jan16) - Public Contracts Regulations 2015 - impact on the standing orders and financial regulations adopted by council.

The Clerk reported that she will amend the Standing Orders in preparation for the review at the Annual Meeting of the Council in May.

The Clerk reported that she had sought legal advice from the Society of Local Council Clerks regarding the impact of these regulations on the proposed scheme for Neighbourhood Wardens and that she has been advised that the Council is not required to publish details of the agreement on the Contractfinder website.

Members discussed the regulations and it was felt that the impact on Pulborough Parish Council would be minimal. The main area that is affected is the refurbishment/rebuilding of the sports pavilion. The Clerk stated that professional advice will need to be sought when embarking on this project as the subject is extremely complicated.

70. PROJECTED PLANNING

Members received the most recent summary prepared for the 2014/15 financial year.

Members discussed the shorter term (1 to 3 years) and longer term (4 years plus) projects with the summary attached as Appendix 1.

Members went onto discuss the plans for the sports pavilion and the need for action on this subject. It was noted that a meeting of the working group (as agreed at the previous Full Council) had been arranged for the following day.

Cllr Reddin noted that there were already plans drafted and Cllr Quested offered to provide a copy of the work done to date.

Concern was expressed by all present that action on this issue is critical to ensure that funding, such as the S106, remains available.

The Clerk reported that the item will be placed onto the agenda for the next Full Council for an update following the forthcoming working group meeting.

71. CORRESPONDENCE

External Audit

Letter from Smaller Authorities 'Audit Appointments Ltd (as referred to in Clerk's report). Copied to Committee.

LGPS Pension Fund

WSPF and LGPS Asset Pooling Agenda.

SALC

Offer to purchase NALC Good Councillor Guide 2016 edition for £2 per copy (plus postage & packaging). *It was AGREED that the Clerk should purchase a copy for each Councillor.*

72. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

After discussion it was AGREED that, subject to the arising of any urgent matter, there would not be a meeting of the Finance & Policy Committee in February and therefore the next meeting would be held on Thursday 24th March 2016.

Members AGREED that S106 funds should be considered in the future by the Finance & Policy Committee with Full Council updated by way of the minutes and reports from the Committee meetings. The Clerk advised that she does not expect to receive the updated S106 schedule until after the February Full Council and was therefore instructed to cease the inclusion of the S106 item on the Full Council agenda after the February Full Council and include the item on the Finance & Policy Committee agenda with effect from their March meeting.

Cllr Quested went on to state that he wished to specifically discuss the Recycling and Public Art funding as part of the S106 item.

Finally, Cllr Clarke notified members that he would be unable to attend the March meeting as he will be out of the country and offered his apologies in advance.

ITEMS FOR PUBLICATION VIA SOCIAL MEDIA

None

73. 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:

| | |
|---------------------|--------|
| | £ |
| EDF Energy | 245.89 |
| Horsham Matters Ltd | 243.00 |

The meeting closed at 8.31pm

.....Chairman

.....Date

PROJECTED PLANNING LIST 2016/17

The following have been identified as projects that Pulborough Parish Council would like to see progressed by:

1. HORSHAM DISTRICT COUNCIL

- Acquisition of new Recreation Ground (potentially through S106 Agreement for DC/15/1084 - Land North of Highfield)

2. WEST SUSSEX COUNTY COUNCIL

- To adopt all suggestions as determined by the Village Transport Plan.
- Disabled access to the North Bound platform of the Railway Station (potentially through development west of station).

3. PULBOROUGH PARISH COUNCIL

1 to 3 Years

- To provide play equipment in the Play Area on the Recreation Ground for the under 4's and adults (trim trail)
- To progress the provision of football pitches at Top Rec (Cousins Way)
- Refurbish and improve facilities at Sports Pavilion
- Tarmac pad for Basketball practice area (c,£2,000)
- Community/Neighbourhood Wardens

4 Years plus

- Neighbourhood Plan Review