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|   | PULBOROUGH PARISH COUNCIL*Working together for a better future* |

 PULBOROUGH PARISH COUNCIL

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MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 21st NOVEMBER 2024 AT THE SPORTS & SOCIAL CLUB**

**PRESENT:** Cllrs: Clarke (Chair), Campbell, Court, Curd, Hunt\* and Labuschagne

**IN ATTENDANCE**: Mrs B Nobbs (Deputy Clerk)

***The meeting opened at 7.30pm.***

**\*Arrived 19:31**

1. **Apologies for Absence**

Apologies for absence and reasons were received from:

Cllr Ellis-Brown (Unwell) & Cllr Lee (Unwell)

1. **Declarations of Interest and Changes to Register of Interests**

There were no changes to Councillor’s register of interests.

There were no changes to the declarations of interests.

1. **Minutes**

The Committee **RESOLVED** to approve the Minutes of the Meeting Thursday 24th October 2024 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

1. **Public Speaking**

 There were no public speakers present, therefore the Chair moved onto the next item on the agenda.

1. **Parish Council Finances**

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2, Cashbook 3 and Cashbook 4, a summary of Income & Expenditure and the statement of Earmarked Reserves as of 31st October 2024.

The Chair provided an overview of the Parish Council finances, highlighting that the Committee seeks clarification regarding the overspend on the contingency budget. The Deputy Clerk will investigate this matter and report back.

A member queried the sweeping salary, and concerns were raised about the slippery condition of the steps leading from Lower Street Carpark into Barnhouse Lane.

It was initially believed that the steps were the Parish’s responsibility; the Deputy Clerk will investigate. However, this was discussed at the previous meeting on 24th October (minute point 26) it was clarified that Horsham District Council is responsible for their maintenance. This information emerged after the meeting, and the Deputy Clerk will confirm this with members via email and notify the District Council, requesting that the steps be cleared.

1. **Grant - Recommendations**

Members receivedrecommendations from Cllr Court, Cllr Lee & Cllr Campbell to allocate the grant budget.

This item is to be deferred to the next meeting as Cllr Lee is unwell, the Deputy Clerk will look at the history of the grants and who they went to previously and report back.

Members **RESOLVED** to take the above recommendations to Finance & Policy meeting on 30th January 2025.

1. **Internal Audit Report**

Members **NOTED** the positive findings of the Internal Audit Report.

1. **Risk Register**

Members **RESOLVED** to re-adopt the risk register.

1. **Budget Review - 2nd Draft**

Members reviewed the second draft of the budget. A recommendation was proposed to reduce the MUGA income projection by £5,000 to £10,000 and adjust the expenditure on youth initiatives by £5,000, leaving £10,000 available for the remainder of the current budget year. The precept would remain unchanged at £302,080.

1. **Payments**

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| Pulborough Social Centre | £36.00 |
| Kestrel Alarms | £333.60 |
| Festive Illuminations | £4,320.00 |
| Evie Durant  | £18.27 |

***The meeting closed at 20.45 pm.***

 ……………………………………...Chair

 ………………………………………Date