



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 17TH NOVEMBER 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Clarke (Chairman), Court, Hare, Henly, Hunt, Kipp and Ellis-Brown

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

39. APOLOGIES FOR ABSENCE

There were no apologies, all members being present.

40. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made. There were no changes made to the register of interests.

41. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 27th October 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

There was no Clerk's Report.

42. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

43. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbook 1 as at 31st May, 30th June and 31st July 2022, and bank reconciliations for Cashbook 3 as at 31st May, 30th June and 31st July 2022. These were **AGREED** when compared to the bank statements and the Committee Chairman duly signed the bank statements.

Members received the quarterly summary of Income & Expenditure compared to budget to 30th June 2023.

Members received the quarterly statement of earmarked reserves to 30th June 2022.

The Clerk gave apologies for the continued backlog in processing accounts and was working to bring all accounts up to date urgently. Outstanding reconciliations for August, September and October, together with quarterly Income & Expenditure and

Earmarked Reserves reports to 30th September 2022, would be emailed to the Committee for information as soon as practicable, with formal consideration at the next meeting in January 2023.

The Clerk reported that there were currently two invoices of £33 and £18 overdue by regular MSF football hirers, which would be followed up.

44. GRANT AID APPLICATIONS

Members received the recommendations from the Grant Aid Working Party for 2022/23 awards. It was **RESOLVED** to approve those recommendations without amendment and recommend these to full Council for approval. The Working Party members were thanked for their initial review work.

45. PROJECTED PLANNING

Members had received the previous iteration, finalised in January/February 2022. The Committee Chairman explained the background to this document, which the Parish Council uses to feed into consideration of S106 / CIL funds held by Horsham DC or West Sussex County Council on behalf of Pulborough, to benefit the village.

Following discussion, the following was **RESOLVED**, and the changes are as shown in Appendix 1 attached:-

- Under item 3, PPC: Remove point e. Rivermead Nature Reserve item (Noting that this is still subject to formal decision by Full Council on 24th November)
- Under item 3, PPC: Add new sub-heading "Ongoing" and point a: "Climate change initiatives"
- Under item 3, PPC, Ongoing:: Add new point b: "Sewerage issues"

46. BUDGET AND PRECEPT 2023-24

Members considered a revised draft budget paper V2 with some more informed figures, the previous iteration V1 from the last meeting having been a broad brush 10% overall increase. V2 produced a budget of £273,671 and resulted in a Band D of £105.31 per annum, an increase on the previous year of £6.08 or 6.1%. This iteration incorporated the confirmed new HDC tax base for Pulborough of 2,598.8.

The Committee Chairman and the Clerk reported on various budget headings where more detailed information was available. During discussions, the following adjustments were **AGREED**:-

Administration

IT Support: Two additional optional packages were now recommended by the Council's IT provider, in addition to the standard website/IT support cover, which would offer enhanced protection against cyber attacks and scam/phishing of the council email addresses. The Clerk strongly recommended these be approved for inclusion in the service renewal due in December. Members **RESOLVED** to accept the quotation for £2,705.60 + VAT from JNR Computer Services Ltd for the 2022-23 IT support, which included £240.00 + VAT for remote monitoring/management and £384.00 + VAT for cyber security email filtering.

MSF

MSF Income: Reduce from £1,200 to £1,000. Court is deteriorating and unlikely to be resurfaced until summer/winter 2023-24 at the earliest, possibly needing to close for a time.

Staff Costs

Administration Salaries: This may be able to reduce, noting current figures reflect previous salary points, which had recently reduced following staff changes. However,

the Government's Autumn Statement had been issued today which may also affect costs, such as a new National Living Wage. The Clerk will further refine this.

Highways

Christmas Lights income: Increase donation to £25 per tree for 2023 scheme.

Grounds Maintenance

Tree Works: Increase by £1k to £5,000.

Other Recreation

Social Club and Sports Club tenancies: The Committee at this time of year agrees the amount to set next year's club rents at for the new financial year, allotments having been set at the October meeting. The Clerk had circulated the RPI figure for October 2022, of 14.2%, the November figure not yet having been released. It was **RESOLVED** that the November RPI figure, when released, would be applied to the Sports & Social Club and Sports Club rents.

Playground: Retain this at £9,000 as building funds for Earmarked reserve for replacement and repairs to playground equipment and MSF resurfacing funds.

Tractors and Equipment: Reduce by £1k to £5,000.

Rivermead: Remove this budget of £100 as being returned to HDC management, subject to Full Council decision on 24th November 2022.

The Clerk would make the amendments agreed, undertake further research as new information became available and provide a revised draft budget proposal. Currently, it was anticipated that an approximate increase of between 6.1-6.5% was likely.

It was felt that with so many unknowns, a further budget meeting would be required before full council determined the final budget and supporting precept in January 2023. It was therefore **AGREED** to transpose the January Finance & Policy Committee and the Recreation & Open Spaces Committee meeting so that the Finance & Policy Committee would meet on 12th January and the Recreation & Open Spaces Committee would meet on 26th January 2023. This would provide an opportunity to consider final figures and make recommendation to full Council on the 19th January 2023. In the meantime, initial draft V2 would be circulated to full Council on the 24th November 2022 for information and input.

47. **CORRESPONDENCE**

Members received and noted the Correspondence List, as below.

CCLA

Public Sector Deposit Fund - Fact Sheets July – October 2022.

Rialtas

Email and letter advising that Rialtas (accounts package/support) has been sold to N. Harris Computer Corporation. There will be no changes for customers, who can expect the same level of support.

48. **PAYMENTS**

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these (listed below), and the payments list and invoices were duly signed.

Travis Perkins	£25.57
Business Stream	£201.64
Mr F Bushby	£48.57
Festive Illuminations Ltd	£3,705.00
SLCC Enterprises Ltd	£36.00
National Westminster	£3.15
Daisy Communications	£26.86

The meeting closed at 9.09pm.

.....Chairman

.....Date

UNCONFIRMED

PROJECTED PLANNING LIST ~~2021-22~~ 2022-23

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

1. HORSHAM DISTRICT COUNCIL

- a. New development parcels to provide funding via S106 or CIL, for the provision of sports, social and youth facilities.
- b. Any major development in the village should secure funds to tackle transport and congestion issues such as Sopers Hill, Church Hill, Swan Corner areas of the A29 and transport infrastructure.

2. WEST SUSSEX COUNTY COUNCIL

- a. To adopt all suggestions as determined by the updated Village Transport Plan (VTP due for review)
- b. Disabled access to the northbound platform of the Railway Station (potentially through development west of station – Willowmead development)
- c. Replace the pedestrian railway crossing at the footpath running from the A29 to New Place Nurseries with a footbridge
- d. Provide either a footbridge across Pigeon Gate bridge, or a pedestrian path across the bridge

3. PULBOROUGH PARISH COUNCIL

1-3 years

- a. Refurbish and improve facilities at Sports Pavilion
- b. Tarmac pad for basketball practice area (Sutcliffe Ball Games Wall) – c£2,000
- c. Review of Neighbourhood Plan
- d. Improving pedestrianisation through the village, particularly A29 and Lower Street
- e. ~~Rivermead Nature Reserve: Continue improvements as per adopted five year management plan~~ **Delete – subject to full council decision 24.11.22**
- f. MUGA (MSF) renewal/refurbishment **Becomes point e.**
- g. Review of playground equipment **Becomes point f.**

Ongoing **Insert new sub-heading and 2 items**

- a. Climate change initiatives
- b. Sewerage issues