



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 27TH FEBRUARY 2020
AT THE SPORTS PAVILION**

PRESENT: Cllrs: Clarke (Chairman), Court, Hare, Henly and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.30pm

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kipp (personal commitment) and the absence approved.

75. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

76. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Tuesday 28th January 2020 as a true and accurate record of the proceedings. The Committee Chairman duly signed the Minutes.

Clerk's Report

Min. 69 – Consultation on Police Powers regarding Unauthorised Encampments: The Clerk confirmed that she had forwarded the Committee response on behalf of the Council.

77. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

78. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbook 1 as at 31st January 2020 and for Cashbook 3 as at 31st January 2020. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

The Clerk confirmed that Q3 internal control inspection to 31st December 2019 had been carried out by Cllr Court as agreed.

There were one creditor invoice outstanding over 30 days, for Pulborough Netball group at £33.

79. COMMITTEE TERMS OF REFERENCE

The updated Terms of Reference for the Committee were received and noted, resulting from the recent updating of Financial Regulations, which allowed committees to spend up to a maximum of £3,000 for goods or services without referral to Council, provided the expenditure is within the budget.

80. SPORTS PAVILION DEVELOPMENT PROJECT

Approximately £323k could be available from S106 monies for the project but even with the Council's own earmarked funds for the project, the new total project estimate of c£850k still left a shortfall of around £350k. Cllr Clarke was meeting with David Hurst of Pulborough Community Partnership to discuss potential funding pots. It was imperative now to engage with the sports clubs and social club both to outline the revised proposals and costings and to see how they could help to raise the funding shortfall. Members discussed the potential for seeking PWLB financing and the effect this would have on future precepts. The Clerk was asked to forward Cllr Hare the PWLB loan application papers so that he could look at what would be necessary to finance such a loan. This would help inform the Business Plan. The Chairman outlined two actions needed: 1) To work out the figures for a PWLB loan, and 2) Once established look at publicising through social media what the costs would mean for tax-payers to inform public and gauge views. The Council would need to consider very carefully what new rents would be for the refurbished building.

81. SOCIAL CLUB RENT PAYMENT ARRANGEMENTS

The Clerk advised that since agreeing to Sports & Social Club request in 2017 for their annual rent to be invoiced monthly instead of quarterly, it was prudent to review that arrangement annually. Following discussion, it was **RESOLVED** to continue with the monthly arrangement.

82. GRANT AID 2019/20 – PULBOROUGH BOWLS CLUB

Pulborough Bowls Club had made an informal enquiry as to the reason their grant aid application was declined this year. Following discussion, it was **RESOLVED** to advise the club as follows: The principle reason was that their application was for funding of the green maintenance and as the Council has paid considerably high water rates bills for the club over the past two years, in excess of £700, it was felt that the Council is already contributing substantially towards such maintenance costs. Additionally, the club's application forms had not included all information required, as set out in the Grant Awarding Policy. It was also noted that the Council had assisted the club financially on other occasions in the past, such as £4,900 towards new roof.

83. GRIEVANCE AND DISCIPLINARY ARRANGEMENTS AND POLICIES

Members noted NALC LTN 22 Disciplinary and Grievance Arrangements November 20109 and updated model policies following The Ledbury Decision (copied to Committee). It was **RESOLVED** to recommend to Council that the updated NALC model Grievance and Disciplinary Policies be adopted.

84. FIRE SAFETY POLILCY

Following annual review of the Fire Safety Policy, it was **RESOLVED** to recommend re-adoption without amendment to Council.

85. STAFFING MATTERS

- It was **RESOLVED** to approve the Clerk's attendance at the SALC Clerks Legal & Finance Networking/Training day on 26th March 2020 at a cost of £120 + VAT.
- Members noted that the Pavilion Caretaker had resigned from post. A replacement had been interviewed and following brief discussion of the terms, it was **RESOLVED** to approve the appointment of Natalie Smillie commencing on on 1st March 2020.

86. ITEMS FOR NEXT F&P AGENDA

- Sports Pavilion – Update on project progress, including Business Case.
- Staff appraisals were due to be undertaken
- Consideration of Earmarked Reserves movement

87. CORRESPONDENCE

There were no items of correspondence.

88. PAYMENTS

Following consideration, it was **RESOLVED** to approve the following payments, and these were duly authorized:

£

Mr I Hare	14.70
Laker Building & Fencing Supplies Ltd	33.78
Pulborough Sports & Social Club	306.00
Pulborough Social Centre	79.20
WSSC	8,277.52

The meeting closed at 8.35pm

.....Chairman

.....Date