



PULBOROUGH PARISH COUNCIL
Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby SUMMONED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 27th June 2024 at 7.30pm.**

Harry Quenault
Clerk

01798 873532 hquenault@pulboroughparishcouncil.gov.uk
Swan View, Lower Street, Pulborough, RH20 2BF

Dated: 19th June 2024

AGENDA

- 1. Apologies for Absence**
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Thursday 25th April 2024.
- 4. Public Speaking**
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances at Year End**
 - To receive the reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3 as at the 31st of May 2024 – (Appendix A)
 - To accept the overspends on budget lines while using the attached summary of Income & Expenditure compared to budget as at the 31st of May 2024 – (Appendix B)
 - To note statement of the earmarked reserves as at the 31st of May 2024 – (Appendix C)
- 6. Lease – Pulborough Bowls**
To receive a recommendation from the Clerk regarding an adjustment to the lease proposal, originally agreed last year and explore a covenant. *Please note the full proposal would go to Full Council.*
- 7. Field Club Update**
To receive a suggestion from the Clerk regarding the rent for the sports clubs that utilise the field. *The Chair may wish to suspend the Standing Orders.*
- 8. Vehicle Sale**
To approve the sale of our redundant tractor and trailer, whilst receiving an independent valuation and, if approved, determine where the income will be allocated.
- 9. Payments**
To approve payments for sianina. *(Details to be circulated to members at the meeting)*

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/05/2024		100.00
Reserve Account	31/05/2024		230,525.91
			<u>230,625.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			230,625.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			230,625.91
		Balance per Cash Book is :-	230,625.91
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - Capital Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Capital Deposit Account	31/05/2024		2,735.49
			<u>2,735.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,735.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,735.49
		Balance per Cash Book is :-	2,735.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 3 - CCLA Public Sector Deposit Fun**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/05/2024		245,267.82
			<u>245,267.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			245,267.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			245,267.82
		Balance per Cash Book is :-	245,267.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 31/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	146,230	292,460	146,230			50.0%	
1077 Other Income	435	0	(435)			0.0%	
1150 Event Income	0	1,000	1,000			0.0%	
	<u>146,665</u>	<u>293,460</u>	<u>146,795</u>			<u>50.0%</u>	<u>0</u>
Administration :- Income							
4006 Staff Expenses	109	400	291		291	27.3%	
4010 Members Expenses	14	200	186		186	7.0%	
4015 Audit Fees	186	1,200	1,014		1,014	15.5%	
4016 Bank Charges	78	380	302		302	20.6%	
4017 Legal Fees	1,435	2,000	565		565	71.8%	
4020 Postage	0	75	75		75	0.0%	
4021 Rent, Broadband & Room Hire	266	7,600	7,334		7,334	3.5%	
4022 Training	0	1,250	1,250		1,250	0.0%	
4025 Stationery & Office	650	2,250	1,600		1,600	28.9%	
4027 Phones	21	1,200	1,179		1,179	1.8%	
4028 Advertisement	0	1,000	1,000		1,000	0.0%	
4030 Subscriptions	292	2,750	2,458		2,458	10.6%	
4031 Rates	1,200	0	(1,200)		(1,200)	0.0%	
4035 Insurance	0	7,000	7,000		7,000	0.0%	
4037 IT Support & Infrastructure	0	3,000	3,000		3,000	0.0%	
4045 Event Cost	13	500	487		487	2.6%	
	<u>4,265</u>	<u>30,805</u>	<u>26,540</u>	<u>0</u>	<u>26,540</u>	<u>13.8%</u>	<u>0</u>
Administration :- Indirect Expenditure							
Net Income over Expenditure	<u>142,400</u>	<u>262,655</u>	<u>120,255</u>				
<u>103 Capital</u>							
1033 Other Grants	0	3,000	3,000			0.0%	
	<u>0</u>	<u>3,000</u>	<u>3,000</u>			<u>0.0%</u>	<u>0</u>
Capital :- Income							
Net Income	<u>0</u>	<u>3,000</u>	<u>3,000</u>				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	2,582	10,800	8,218			23.9%	
	<u>2,582</u>	<u>10,800</u>	<u>8,218</u>			<u>23.9%</u>	<u>0</u>
Loans and Finance :- Income							
Net Income	<u>2,582</u>	<u>10,800</u>	<u>8,218</u>				
<u>105 MSF</u>							
1050 MSF	44	4,000	3,956			1.1%	
	<u>44</u>	<u>4,000</u>	<u>3,956</u>			<u>1.1%</u>	<u>0</u>
MSF :- Income							

Detailed Income & Expenditure by Budget Heading 31/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080 MSF	12,129	1,000	(11,129)		(11,129)	1212.9%	12,129
MSF :- Indirect Expenditure	<u>12,129</u>	<u>1,000</u>	<u>(11,129)</u>	<u>0</u>	<u>(11,129)</u>	<u>1212.9%</u>	<u>12,129</u>
Net Income over Expenditure	<u>(12,085)</u>	<u>3,000</u>	<u>15,085</u>				
6000 plus Transfer from EMR	12,129						
Movement to/(from) Gen Reserve	<u>44</u>						
<u>106 Staff Costs</u>							
4000 Administration Salaries	5,667	68,855	63,188		63,188	8.2%	
4001 Employers NI & Tax	735	6,720	5,985		5,985	10.9%	
4002 Superannuation	1,476	25,190	23,714		23,714	5.9%	
4003 Village Sweeping Salary	99	1,100	1,001		1,001	9.0%	
4005 Recreation Salary	2,445	28,750	26,305		26,305	8.5%	
4007 Neighbourhood Wardens	0	70,385	70,385		70,385	0.0%	
4008 Apprentice P/T	0	13,250	13,250		13,250	0.0%	
Staff Costs :- Indirect Expenditure	<u>10,421</u>	<u>214,250</u>	<u>203,829</u>	<u>0</u>	<u>203,829</u>	<u>4.9%</u>	<u>0</u>
Net Expenditure	<u>(10,421)</u>	<u>(214,250)</u>	<u>(203,829)</u>				
<u>107 Discretionary</u>							
1021 Street Cleaning	3,592	6,875	3,283			52.3%	
Discretionary :- Income	<u>3,592</u>	<u>6,875</u>	<u>3,283</u>			<u>52.3%</u>	<u>0</u>
4090 Contingency	0	1,000	1,000		1,000	0.0%	
4091 Grants & Donations	0	2,775	2,775		2,775	0.0%	
4096 Memorial Garden	65	100	35		35	65.0%	
Discretionary :- Indirect Expenditure	<u>65</u>	<u>3,875</u>	<u>3,810</u>	<u>0</u>	<u>3,810</u>	<u>1.7%</u>	<u>0</u>
Net Income over Expenditure	<u>3,527</u>	<u>3,000</u>	<u>(527)</u>				
<u>201 Highways</u>							
1020 Christmas Lighting	0	1,000	1,000			0.0%	
Highways :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4200 Christmas Lighting	0	4,400	4,400		4,400	0.0%	
4210 Equipment	0	500	500		500	0.0%	
4225 Refuse Collections	84	1,600	1,516		1,516	5.2%	
4230 Other	742	2,000	1,258		1,258	37.1%	
Highways :- Indirect Expenditure	<u>825</u>	<u>8,500</u>	<u>7,675</u>	<u>0</u>	<u>7,675</u>	<u>9.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(825)</u>	<u>(7,500)</u>	<u>(6,675)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	0	8,605	8,605		8,605	0.0%	
Street Lighting :- Indirect Expenditure	<u>0</u>	<u>8,605</u>	<u>8,605</u>	<u>0</u>	<u>8,605</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(8,605)</u>	<u>(8,605)</u>				
<u>301 Allotments</u>							
1100 Allotment Tenancies	0	2,250	2,250			0.0%	
Allotments :- Income	<u>0</u>	<u>2,250</u>	<u>2,250</u>			<u>0.0%</u>	<u>0</u>
4301 Allotments Water	14	700	687		687	1.9%	
4305 Allotments Maintenance & Repai	451	1,250	799		799	36.1%	101
Allotments :- Indirect Expenditure	<u>465</u>	<u>1,950</u>	<u>1,485</u>	<u>0</u>	<u>1,485</u>	<u>23.8%</u>	<u>101</u>
Net Income over Expenditure	<u>(465)</u>	<u>300</u>	<u>765</u>				
6000 plus Transfer from EMR	101						
Movement to/(from) Gen Reserve	<u>(364)</u>						
<u>303 Grounds Maintenance</u>							
4342 Tree Works	0	9,000	9,000		9,000	0.0%	
4343 Water	521	3,500	2,979		2,979	14.9%	
Grounds Maintenance :- Indirect Expenditure	<u>521</u>	<u>12,500</u>	<u>11,979</u>	<u>0</u>	<u>11,979</u>	<u>4.2%</u>	<u>0</u>
Net Expenditure	<u>(521)</u>	<u>(12,500)</u>	<u>(11,979)</u>				
<u>304 Pavilion</u>							
1055 Pantry Income	53	0	(53)			0.0%	53
Pavilion :- Income	<u>53</u>	<u>0</u>	<u>(53)</u>				<u>53</u>
4055 Pantry Expense	412	0	(412)		(412)	0.0%	412
4360 Boiler & Shower	0	500	500		500	0.0%	
4361 Council Tax	0	650	650		650	0.0%	
4362 Electricity & Gas	1,347	4,500	3,153		3,153	29.9%	
4363 Fire Equipment & Maintenance	0	2,000	2,000		2,000	0.0%	
4364 Repairs	0	3,900	3,900		3,900	0.0%	
Pavilion :- Indirect Expenditure	<u>1,760</u>	<u>11,550</u>	<u>9,790</u>	<u>0</u>	<u>9,790</u>	<u>15.2%</u>	<u>412</u>
Net Income over Expenditure	<u>(1,707)</u>	<u>(11,550)</u>	<u>(9,843)</u>				
6000 plus Transfer from EMR	412						
6001 less Transfer to EMR	53						
Movement to/(from) Gen Reserve	<u>(1,347)</u>						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
305 Other Recreation							
1120 Social Club Tenancies	0	10,350	10,350			0.0%	
1121 Sports Club Tenancies	177	2,900	2,723			6.1%	
Other Recreation :- Income	<u>177</u>	<u>13,250</u>	<u>13,073</u>			1.3%	<u>0</u>
4389 Vehicle Lease	0	11,000	11,000		11,000	0.0%	
4391 Maintenance Supplies	105	850	745		745	12.4%	
4392 Playground	0	9,000	9,000		9,000	0.0%	
4393 Tractors, Equipment & Fuel	536	5,000	4,464		4,464	10.7%	
4395 NCRG	0	250	250		250	0.0%	
4396 Pocket Park	0	250	250		250	0.0%	
4397 Youth Initiatives	1,131	15,000	13,869		13,869	7.5%	
4399 Rivermead	0	250	250		250	0.0%	
Other Recreation :- Indirect Expenditure	<u>1,772</u>	<u>41,600</u>	<u>39,828</u>	<u>0</u>	<u>39,828</u>	4.3%	<u>0</u>
Net Income over Expenditure	<u>(1,595)</u>	<u>(28,350)</u>	<u>(26,755)</u>				
Grand Totals:- Income	153,112	334,635	181,523			45.8%	
Expenditure	32,224	334,635	302,411	0	302,411	9.6%	
Net Income over Expenditure	<u>120,889</u>	<u>0</u>	<u>(120,889)</u>				
plus Transfer from EMR	12,643						
less Transfer to EMR	53						
Movement to/(from) Gen Reserve	<u>133,479</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR - Pulborough Pantry	3,061.46	-359.62	2,701.84
320 EMR - MSF Resurfacing/Playgrou	11,218.28	-12,129.25	-910.97
321 EMR - Pav Refurb/Tractor Shed	178,296.82		178,296.82
324 EMR - New Tractor/Machinery	11,028.91		11,028.91
325 EMR - Neighbourhood Plan	2,685.27		2,685.27
326 EMR - Neighbourhood Wardens	20,671.98		20,671.98
327 EMR - Community Benefit Fund	2,434.90		2,434.90
328 EMR - CIL Monies	11,452.56		11,452.56
329 EMR - Legal Fees	5,775.42		5,775.42
330 EMR - Community Gardem	750.00	-101.49	648.51
	<u>247,375.60</u>	<u>-12,590.36</u>	<u>234,785.24</u>