



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 JUNE 2019 AT THE SPORTS PAVILION

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

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)

The meeting opened at 7.35pm

1. APOLOGIES FOR ABSENCE

Apologies from Cllr Court were received, due to being unwell, and approved by the Committee.

2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

3. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 25th April 2019 as a true and accurate record of the proceedings. The Committee Chairman duly signed the Minutes.

Clerk's Report

The Clerk gave a confidential verbal report on a staffing matter that had just arisen and the potential impact for the Council. The situation would be monitored and the Clerk would update the Committee as appropriate.

The Clerk advised that she would be taking three days TOIL next week.

HDC had confirmed that the Planning Obligation Panel has awarded £6,863.85 towards a new roundabout at Rectory Close play park, as per PPC request. PPC had agreed to contribute 10% of the roundabout cost.

4. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

5. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbooks 1 as at 30th April and 31st May 2019 and Cashbook 3 as at 31st May 2019. Agreement to bank statements was confirmed, which were duly signed by the Committee Chairman.

Members received a statement of Earmarked Reserve funds as at 31st May 2019.

There were no creditor invoices of over 30 days outstanding.

New members to the Committee asked some questions regarding the three accounts and earmarked reserve funds and received explanations from the Committee Chairman and the Clerk.

It was noted that as per the Internal Control policy, Cllr Queded had carried out the internal control inspection for quarter 4 to 31st March 2019. It was **AGREED** that Cllr Clarke would carry out the internal control inspection for quarter 1 to 30th June 2019. Members noted that, as per previous discussions, a varied rota of Councillors would be asked to fulfil this role to ensure best practice.

6. S106/CIL: TO REVIEW PARISH COUNCIL REQUIREMENTS FOR THE EXPENDITURE OF S106/CIL MONIES

The Committee reviewed the most recent HDC S106 reports (previously circulated) and compared with the Council's 'wish list' for S106 expenditure. Cllr Wallace also circulated a forward plan list he had drafted.

It was clarified that where the HDC report notes that a S106 sum has expired, it is because the development has not taken place. Comment was made that the first house at the Brookfield development was thought to be under offer: The Clerk was asked to make enquiry as to the status of the station car park project and when the developer envisaged work would start on the Willowmead development.

In considering an updated 'wish list' / projected planning list, it was agreed that the top priority for the parish council is still to refurbish and improve facilities at the Sports Pavilion.

- As part of the HDC items, it was agreed to add: Secure a site for a new Youth Club in one of the development parcels, with commensurate CIL or S106 funds to equip it.
- It was also agreed to add under WSCC items: Replace the pedestrian crossing at the footpath running from the A29 to New Place Nurseries with a footbridge;
- Provide either a footbridge across Pigeon Gate bridge or a pedestrian path across the bridge;
- Major development should secure funds to tackle A29 transport and congestion issues of Sopers Hill and Church Hill/Swan Corner.
- All other items to remain without amendment.

Following discussion, it was **RESOLVED** to approve the final draft as detailed in Appendix 1 (attached) and to send a copy of the list to HDC with a covering letter advising of the Parish Council's priorities and aspirations regarding S106 / CIL funded projects.

7. INTERNAL AUDIT REPORT 2018/19 (FINAL)

(Referred from full Council). Members considered the Internal Audit Report 2018/19 (Final), which had been presented to the June Council meeting and referred to the Committee for appropriate actions. Whilst there had been no items of major concern, the internal auditor had made four recommendations/comments, as follows:-

Review of Corporate Governance

R1: The Clerk should ensure that the Minute reference numbers recorded are unique and consecutive.

Action: The Clerk advised that an error had occurred and that ordinarily care was taken to ensure all minute numbering was consecutive and unique.

Review of Expenditure (Made in the Interim Internal Audit Report)

R2: Members should conduct a frank and honest review into the status of the sports Pavilion project and establish a realistic and time-based business and fund-raising project plan, assuming that members deem the project viable. Response – Noted but not implemented.

Action: It was acknowledged that the Council needs to produce a business plan for the sports pavilion project as advised, and that this would also be needed in order to seek assistance from HDC. The Committee Chairman offered to work on this through the summer period, and it was noted that this would be dependent on the result of the awaited structural survey of the pavilion, which would inform project feasibility. It was agreed that, subject to the structural survey, the Committee Chairman would undertake initial work for producing a financial business case, for report to the next appropriate meeting.

Review of Precept Determination and Budgetary Control

R3: We encourage the Clerk, and Members, to keep the CiPFA guidelines in mind when conducting the Budget setting and Precept determination process in the 2019-20 financial year.

Action: The Clerk advised that this referred to the fact that the Council's general reserves were currently running below the recommended 3-6 months' net revenue spending costs. Whilst it had been observed that the running costs were becoming lower than recommended best practice, the level of approximately two and a half months' spending (at prior year levels) had not been fully appreciated until the recent inclusion of the Council's earmarked reserves onto the Rialtas accounting system. It was agreed that this would be taken into consideration in forthcoming budget planning discussions and to review ear marked funds.

Review of Assessment and Management of Risk

R4: The Clerk should ensure that the Council's Health & Safety and Financial Risk Registers are presented to Members for their consideration and formal adoption at least once annually. It is considered Best Practice to undertake this in the Annual meeting of the Parish Council in May.

Action: The Clerk confirmed that the risk registers had been presented and reviewed at the Annual Council Meeting on 16th May 2019 (AMoC Min. 12 refers): Unfortunately, the implementation of the new LCRS online risk register was taking a considerable amount of dedicated time. Therefore, Council had reviewed the 'outgoing' risk register in the meantime and would be presented with the new Risk Register as soon as possible.

8. SPORTS PAVILION DEVELOPMENT PROJECT: BUSINESS CASE

As identified in the Internal Audit report and under Min 7 above., a clear business plan/case was needed in order to show expected financial income and future maintenance of the sports pavilion, to assist in planning for funding the project. It was **RESOLVED** that, subject to the results of the awaited structural survey report, the Committee Chairman would commence work with the Clerk and Deputy Clerk over the summer period to extract financial information. It was noted that discussions with the Social Club would be necessary in due course to establish appropriate management of the new premises.

9. BUSINESS PLAN FOR PARISH COUNCIL: To consider developing a 3-5 year Business Plan (or Corporate Strategy) for the Council in order to set out and plan for the Council's priorities, objectives and service delivery

The Clerk had circulated an example of the Business Plan 2018-2023 for North Horsham PC, which Members noted with interest. Members felt that this item ran in parallel with the previous item and would be considered as part of that work.

10. PRELIMINARY BUDGET CONSIDERATIONS: To note early indications of likely budgeting considerations, including future delivery and funding of Pulborough Neighbourhood Warden Scheme (referred from Council)

The Clerk drew attention to some indicative matters such as potential street lighting cost increases of 6%. In addition, Council had already acknowledged that continued delivery of the Neighbourhood Warden scheme would mean a significant precept increase, as the Council had deliberately set a deficit budget and capped the 2019/20 increase at 5%. Combined with ordinary expected cost increases therefore, the Council would need to give careful consideration when budget setting in the autumn.

11. STAFFING MATTERS

As there were no members of the public present, no resolution to move to confidential business was taken.

The Committee undertook the annual salary review for the Clerk and Deputy Clerk, which had been deferred from the April meeting when other staff salaries were reviewed. The Clerk gave a verbal report of the requested additional financial information relating to both posts. The Clerk's recommendation for the Deputy Clerk salary review was noted. Following consideration of the information and salient points for both posts, it was **RESOLVED** to approve that the Deputy Clerk's salary be moved up by one SCP point to SCP 16 on the salary scale, backdated to 1st April 2019.

The Clerk reported that she would be unable to meet the deadline for completion of the CiLCA qualification and explained reasons for this. SLCC were able to permit a single, three month extension period at a cost of £50. The Committee **RESOLVED** to approve payment of the extension.

The Clerk declared a pecuniary interest in the discussion and decision relating to her salary and left the meeting at this point.

The Clerk returned to the meeting for the recording of the decision. It was **RESOLVED** that the Clerk would remain on her current SCP, noting that successful completion of the CiLCA qualification would attract an automatic single SCP incremental increase, and instead a one-off award of £400 was approved, which would be subject to tax but not pension deductions.

12. WSCC LOCAL GOVERNMENT PENSION SCHEME

Members noted the details of the WSCC Pensions Panel AGM on 24th July 2019 at County Hall and the invitation to provide feedback on the proposed agenda items. Members did not have any comments to make.

13. SALC TRAINING

Members noted the SALC Appraisal and HR Workshop training in Lewes on 10th July 2019 and the opportunity to attend. No requests to attend were made.

14. ITEMS FOR NEXT F&P AGENDA

None were put forward, other than those items already identified earlier in the meeting, which would be brought forward. It was noted that since it was unlikely that the Chairman and officers would have made significant progress on the Business Plan or Sports Pavilion Business Plan in time for the 25th July 2019 meeting, that committee meeting may be cancelled.

15. CORRESPONDENCE

There was no correspondence.

16. PAYMENTS

Cllr Quested declared an interest in the payments to Eyelevel Design as the recipient was a close relative, and he would not participate in authorising payments.

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

£	
Business Stream	72.81
Premier Sports & Leisure Gp	66.00
Travis Perkins	22.20
Eyelevel Design	330.00
Eyelevel Design	718.92
Kent County Council	14.01
Professional Weed Solutions Ltd	1224.00
ICO	35.00
National Westminster Bank	31.70

The meeting closed at 9.25pm

.....Chairman

.....Date

PROJECTED PLANNING LIST 2019/20

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)
- A Youth Club to be secured via one of the new development parcels, with commensurate CIL or S106 funds to equip it.
- Any major development in the village should secure funds to tackle transport and congestion issues at the Sopers Hill and Church Hill / Swan Corner areas of the A29

2. WEST SUSSEX COUNTY COUNCIL

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

3. PULBOROUGH PARISH COUNCIL

1-3 years

- Refurbish and improve facilities at Sports Pavilion
- Tarmac pad for basketball practice area (Sutcliffe Ball Games Wall) – c£2,000
- Completion of Neighbourhood Plan
- Pocket Park Improvements: Continue improvement works
- Improving pedestrianisation through the village, particularly A29 and Lower Street
- Rivermead Nature Reserve: Continue improvements as per adopted five year management plan

4+ plus

- Neighbourhood Plan review
- Sewerage/drainage flow issues: To continue quest for data and information as to the impact of new development o Pulborough