



PULBOROUGH PARISH COUNCIL

Working together for a better future

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 27TH OCTOBER 2022 AT THE VILLAGE HALL

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

IN ATTENDANCE: 0

The meeting opened at 7.30pm

22. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reason approved, from Cllr Ellis-Brown (personal). The Clerk/RFO was absent due to ill-health.

23. 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.

24. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 28th July 2022 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

There was no Clerk's Report for this item. The Clerk had provided the Committee Chairman with a written update on later agenda items, for ease of reference in her absence.

25. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

26. PARISH COUNCIL FINANCES

Members received bank reconciliations for Cashbooks 1 and 3 to 30th April 2022. It was noted that preparation of finances for the meeting had been a struggle due to recent illness of both the Clerk and Deputy Clerk.

In order to facilitate home-working in relation to finances and access to the accounts system, it was **RESOLVED** that the Clerk be authorised to obtain the cloud based version of Rialtas.

Members noted the Clerk's report that there were currently invoices totalling £99 overdue by MSF football hirers and that these outstanding invoices were being followed up.

It was **AGREED** to appoint Cllr Henly to undertake quarterly financial inspections to 30th June 2022, as per Internal Control Policy.

27. SPORTS PAVILION DEVELOPMENT PROJECT

The Clerk had been advised that the architect had agreed to HDC officer's request for an extension to 31st October in order to make their final report on the planning application..

28. S106/CIL MONIES

Members had received the HDC October quarterly report of Unspent / Potential S106 or CIL monies. It was noted that £166,415 and £166,524 has been allocated to Highways funds for a new railway footbridge near the New Place Farm development.

29. LEASES – PULBOROUGH BOWLING CLUB

Members noted the response from the Bowling Club to the remaining outstanding points. As requested by the Clerk, the following items were finalised and **RESOLVED** in order to begin drafting of the new lease by the Council's solicitor:

- Legal fees for the lease would be paid by the Parish Council, not recharged to the club
- 100% of water costs would be recovered from the club
- The new lease would be for a 10 year period
- £100 annual rent would be charged
- The club would be permitted in the lease to stay open until midnight (bar to 11pm plus clear up time), subject to satisfactory neighbourly relations

The Clerk would confirm matters with the club and instruct the solicitor to commence drawing up the new lease.

30. LICENCES – PULBOROUGH FOOTBALL CLUB

It was noted that the club was experiencing membership difficulties, which affected finances. They had requested an explanation of how the annual rental invoice is arrived at, which the Clerk had responded to (emails circulated to committee). Members **RESOLVED** to ratify the Clerk arranging for the club to be invoiced monthly from November, following an initial payment received against their invoice covering September and October 2022.

31. LICENCES – PULBOROUGH CRICKET CLUB

Members had received the email report from the new Cricket Club management, noting that the club has already been successful in securing some sponsorship and in appointing a new committee. In addition, it was understood that the Social Club had agreed to loan £1000 to the club. The club had asked for consideration of a moratorium on rent. Members noted that no rent is payable until May 2023. It was therefore felt that existing arrangements should stay in place but could be reconsidered in March or April 2023 in light of other developments.

It was noted that the contact at the Sussex League had suggested meeting the Council/Clerk and new club at the recreation ground to review mowing equipment the club had and potential regrowth of the club, including financial matters. It was **AGREED** that the Cllr Hare would join the Clerk at this meeting, Clerk to action.

32. ALLOTMENT RENT REVIEW 2023-24

Following review, it was **RESOLVED** to implement an increase of 12.6% to next year's allotment plot rents, rounded to the nearest £1 or 50p, using the RPI September figure circulated.

33. It was **RESOLVED** to change the order of business so that agenda item 12 Budget 2023-24 would be taken last, after remaining routine items had been dealt with.
34. **GRANT AID 2022-23**
It was **RESOLVED** to appoint Cllrs Court, Kipp, Henly, Hunt and Kipp to a Working Party/Task & Finish Group to undertake initial assessment of Grant Aid applications and make recommendations to the 17th November 2022 Committee meeting. The Clerk would arrange a meeting of the group prior to 10th November.
35. **WEST SUSSEX PENSION FUND (WSPF)**
Members noted the information circulated. WSCC had invited feedback from employer members on the WSPF actual valuation Funding Strategy Statement, for response by 4th November 2022. Following brief discussion, it was decided that no comment would be submitted.
36. **CORRESPONDENCE**
None received.
37. **PAYMENTS**
There were no payments for authorisation.
38. **BUDGET 2023-24**
Members had received an initial draft budget scenario as a starting point, showing an increase to the precept of 10%, resulting in a Band D increase of 19p per week. This used the current year HDC tax base. The new HDC tax base was as yet unknown, which would affect final figures. The Clerk was awaiting further financial information on a number of budgetary areas, including confirmation regarding final agreement on national pay scale increases. Members noted some areas where potential savings might be made, eg room hire if the Council reverted to using the sports pavilion for committee meetings, and possibly Christmas tree scheme if alternative funding arrangements were available. Further budget information would be provided for the 17th November 2022 Committee meeting, when it was anticipated more detail would be available to inform decisions.

The meeting closed at 8.48pm.

.....Chairman

.....Date