



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 16TH NOVEMBER 2017 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Hancock, Henly, Kipp and Quested

IN ATTENDANCE: Mrs H Knight (Clerk and Responsible Financial Officer)

The meeting opened at 7.30pm

58. APOLOGIES FOR ABSENCE

Apologies for absence had been received and were approved from Cllr Tilbrook, for ill health reasons, and Cllr Reddin, due to work commitments.

59. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

60. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 26th 2017 as a true and accurate record of the proceedings and the Chairman of the meeting duly signed them.

Clerk's Report

Min.48 Parish Council Finances: As requested the Clerk had checked the period of time that had been agreed for the Sports & Social Club to pay rent monthly instead of quarterly. The Clerk confirmed that no time limit had been set at the time (Min. 112 F&P 23.3.17 refers) but the Committee could review this, a sensible time perhaps being at the annual rent review agenda item (April meeting), which would also be a year on from the original arrangement.

61. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

62. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 to 31st October 2017 and confirmed their agreement to Bank Statements, which were duly signed by the Committee Chairman.

Members considered a summary of Income and Expenditure compared to budget to 31st October 2017 and the most recent summary of earmarked reserve funds to assist with budget discussions.

The Committee was asked which budget account they wished the Ill Health Liability Insurance to be under, as although it was an insurance and currently under Administration, it related to staff pensions and may be more appropriately allocated under the Superannuation account. The Committee preference was to keep IHLI under Administration with the Council's buildings insurance. The clerk was asked to clarify what the IHLI cover provided for the Council. *(NB: It has since been established that in previous years the IHLI allocation was under Superannuation and the budgeted amount for this cost is within that account, therefore officers will arrange this change).*

The Clerk reported that there were three invoices of over 30 days outstanding relating to allotment tenants annual rents due, and follow up of these was in hand.

The third quarter internal control inspection to the end of September had been undertaken by Cllr Qusted.

63. **STAFFING MATTERS: WEEKEND LITTER WARDEN**

The Clerk advised that the current post holder had given notice that he would be resigning at the end of December 2017. The Committee discussed whether to fill the vacancy on the same basis or change to a seasonal position. It was **RESOLVED** that the Clerk would arrange for the vacancy to be filled on the same basis as currently, ie a permanent contract for one hour on Saturday and one hour on Sunday all year round.

64. **BUDGET AND RESULTING PRECEPT REQUIREMENT FOR 2018/19**

Members received a draft budget paper prepared by the Clerk as a result of initial discussion at the previous meeting, adjusted in line with comments noted then, and with some further cuts/increases where she felt these could be accommodated. Members also received a paper presenting three scenarios for meeting the draft budget requirements.

Following detailed consideration, the following was noted and **AGREED:-**

- Administration: Postage - reduced to £500 from £700 (currently under spent though fairly close to budget)
- Administration: Stationery & Office - reduced from £3k to £2k
- Staff Costs: Administration Salaries increased to £37k following recalculation of likely or potential costs
- Staff Costs: Superannuation and National Insurance - figures are probably higher than will prove necessary for revised admin salaries but will be left at the increased amount of £3,400
- Staff Costs: Recreation Salaries increased to £25,200 in line with recalculated likely/potential costs
- Staff Costs: Neighbourhood Wardens -There was a strong possibility of being able to access the new HDC seed funding of £30k for Neighbourhood Wardens: The present draft budget would allow for 2018/19 (Yr 3) scheme costs and the grant, if received, could be earmarked for Yr 4 funding
- Discretionary: Street Cleaning Income of £5.5 is an unknown - currently allocated but HDC may remove the grant
- Discretionary: Contingency - Committee decision to reduce from £3k to £1.5k
- Discretionary: Grants & Donations: Decreased to £7k and following discussion Committee further reduced to £5k
- Highways: Christmas Lighting - income/expenditure adjusted to include 4 new shops wishing to participate
- Highways: Equipment - reduced by £200 to £500
- Highways: Hanging Baskets - decreased from £1k to £750 (assuming 24 x £30)

- Other Recreation: Social Club Tenancies - Income reduced by half to £4k in expectation of Sports Pavilion rebuild programme affecting rental income by approx six months
- Other Recreation: Other Recreation line of £2k removed, increase new Rivermead line from £1k to £1,500

The Clerk advised that Horsham District Council had just confirmed the new tax base of 2520.7, however they had cautioned that this could still change.

This revised budget required a precept of £203,394 which, assuming the new HDC tax base of 2520.7 results in a Band D equivalent of £80.69 per annum, ie £4.63 or 6.1% increase per household from the previous year's figure of £76.06. This was below the 6.25% publicized as being necessary to extend the Neighbourhood Warden pilot scheme. It was **RESOLVED** to recommend this budget to full Council, for Council's final consideration of the precept amount at its January 2018 meeting.

65. **CORRESPONDENCE**

There was no correspondence.

66. **PAYMENTS**

Following consideration, it was **RESOLVED** that the payment of the following cheques or direct debits be approved and signed:

	£
Pulborough Social Centre	202.14
Furniture@Work Ltd	903.08
Arun Mowers Ltd	495.85
Horsham Matters Ltd	451.63
West Sussex County Council	309.46
Rabbit Waste Management Ltd	252.00
West Sussex Rail Users Association	2.00
Business Stream	105.68
Royal British Legion Poppy Appeal	25.00
Daisy Communications	1.85

The meeting closed at 9.15pm

.....Chairman

.....Date