



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 24th APRIL 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Ellis, Kipp & Queded

IN ATTENDANCE: Sarah Norman (Clerk and Responsible Financial Officer).

The meeting opened at 7.30pm

100. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Tilbrook.

101. DECLARATIONS OF INTEREST

Cllr Clarke declared a personal but not pecuniary interest in Agenda item 7 – Increase in the Rent paid by the Sports Clubs and Allotment Holders as he is an allotment tenant.

102. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th March 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 88 – S106 Funds

Advanced Roofing have been instructed to carry out the works at a cost of £5,100 plus VAT and the Bowls Club have confirmed that they will be contributing £1,100 towards the project.

The recommendation was made and ratified to Full Council regarding the allocation of the remaining S106 funds and HDC have acknowledged the request.

Item 89 –Finances

As instructed, Nat West transferred the earmarked sum of £23,730 to the Liquidity Manager 30 Day Account before the year end of 31st March 2014.

Item 92 – Bus Subsidy

Cllr Tilbrook is continuing dialogue with West Chiltington and Storrington Parish Councils.

Item 95 – Office Relocation

The Village Hall have now confirmed that the level of rent required to lease the Conference Room is £5,286 per annum, inclusive of electricity, water, rates etc. However, as the first quarter will be in the current room, the costs for 2014/15 will

actually be £4,300. The issue will therefore now need to be discussed at Full Council for decision

103. ADJOURNMENT FOR PUBLIC SPEAKING

There were no members of the public that had given notice of wishing to speak.

104. END OF YEAR ACCOUNTS

Members received Bank Reconciliations as at 31st March 2014, confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

Members received and accepted the comparison of Income, Expenditure and Budget for the year ending 31st March 2014.

Members received and accepted a statement of the earmarked funds as at 31st March 2014.

Members received and after discussion accepted the accounts for the year ended 31st March 2014. It was noted that the Asset value included on the report generated by the Alpha system had not been updated with the current figures and the Clerk advised that she would update and reprint accordingly.

RESOLVED: the recommendation for the acceptance and approval of the annual account be made to Full Council.

105. ANNUAL REPORT

Members received and accepted the draft report, prepared by the Chairman (attached as Appendix 1).

106. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AND ALLOTMENTS HOLDERS

Members noted that the RPI figure published in April 2014 was 2.5% and received a summary of the resulting rents for 2014/15. It was noted that the Cricket Club rent increases by 10% each year as per the terms of their lease.

Cllr Quedstedt reported that he had met with Mike Walsh of the Snooker Club with regard to the level of the rent which they are currently struggling to maintain. The club is slowly increasing its membership and have made improvements to the condition of the room. However, they are operating on a "hand to mouth" basis whilst also trying to improve the facilities. The Club have therefore requested that the rent due in September 2014 be reduced to £800. Members discussed the request fully and concerns were expressed about the setting of a precedent. It was noted that one of the reasons for the high level of rent, when compared to the other sports clubs, was the level of electricity usage for the table lights. It was noted that as the club has now installed the timed meters for the lights over the tables, the lights are only on when that table is in use, rather than all lights being on all evening regardless of whether the table is in use. This ultimately leads to a decrease in electricity consumption and therefore costs. After full discussion it was AGREED that, due to the efforts made by the club to reduce costs, a one off reduction in the 2015 rent to £800 be permitted but that the club be advised that this will be reviewed in April 2015 to confirm if the rent should be returned to its previous level.

Members also received and accepted proposed increase in the allotment rents, in line with the RPI.

RESOLVED: Rents for Stoolball, Pythons, Football be increased by RPI of 2.5%, Cricket Club rent be increased by 10%, Snooker Club rent be reduced to £800 for one year only and for allotments increased annual rent levels to be £17.50 (Small), £23 (Medium), £28.50 (Large), £46 (Extra Large) and £56.50 (Extra Large).

107. S106 FUNDING FOR LIGHTING AT MASONS WAY PLAY AREA

Members noted the recommendation of the Planning & Services Committee (minute no 149 from meeting 6th March 2014) to proceed with the installation of the lighting column. Members discussed the possibility of securing S106 funding but subsequently decided that the Clerk should investigate alternative sources such as the Police or Crime Prevention budget before referring back to the Committee for a final decision.

108. CORRESPONDENCE

Came & Co

Parish Matters publication (Spring 2014). Copied to Committee.

Pulborough Lunch Club

Letter of thanks for grant of £420

West Sussex LG Pension Scheme

- i) Ill Health Liability Insurance – Confirmation of deferment of decision regarding scheme take up
- ii) Confirmation of completion of Fund valuation.

SALC

Model revised Financial Regulations.

LASER

Energy Newsletter (March 2014). Copied to Committee.

Contract Expiry & Procurement Approach. Copied to Committee

Purple Bus

Request for siting of the bus to carry out NEET outreach work on 4 dates through summer. Clerk has suggested Pavilion Car Park but they are checking whether it is physically accessible with the bus. Copied to Committee.

HDC

Notification of increase in Environmental Cleansing grant of 2.8% to £5387.79 per annum.

109. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None

110. PAYMENTS

There were no payments for approval.

The meeting closed at 8.38pm

.....Chairman

.....Date