

PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 11th MARCH 2010
AT THE SPORTS PAVILION**

PRESENT: Cllrs Kiverstein (Chairman), Mrs Black, Clarke, Ellis, Jolliffe, Qusted & Mrs Roberts.

IN ATTENDANCE : Sarah Norman (Clerk and RFO).

The meeting opened at 7.30pm

121. APOLOGIES FOR ABSENCE

There were no apologies necessary.

122. DECLARATIONS OF INTEREST

There were no declarations of interest on any agenda item.

123. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 11th February 2010 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

The Chairman queried whether a response had been received from Horsham District Council with regard to the request for assistance with the cost of repairing the drains at the Recreation Ground. The Clerk advised that a letter had not yet been sent. The Chairman confirmed that it was necessary to do this, as agreed at the previous meeting, and that it should be highlighted that this was an urgent job. The Clerk advised she would action immediately.

CLERKS REPORT

SECTION 106 FUNDS

A response has now been received from HDC and is distributed to members of the Committee.

5 YEAR PLAND AND WISH LIST

The list has been updated as per the agreement at the meeting and will be distributed to all members at the Full Council Meeting on 18th March.

OFFICE EQUIPMENT

The new equipment has been installed and after a few teething problems is working properly.

124. ADJOURNMENT FOR PUBLIC SPEAKING

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

125. PROJECTED INCOME AND EXPENDITURE 2009/10

The Committee received the analysis of the Income and Expenditure together with explanatory notes from the Responsible Financial Officer, which is attached as Appendix 1. A brief discussion followed and all AGREED that the new format was much clearer and understandable. The figures were noted and no major issues raised.

126. EARMARKED FUNDS

The Committee received the report on Earmarked Funds for the 2009/10 year (attached as Appendix 2). After a brief discussion, the report and figures were accepted and it was AGREED that the recommendation be made to Full Council that £3,929 be transferred to the Capital Account immediately.

127. WEST SUSSEX COUNTY COUNCIL PENSION

The Committee received an email from West Sussex County Council requesting confirmation as to whether an FRS17 Report is required. After a short discussion, Cllr Jolliffe proposed that no such report is required and the was seconded by Cllr Clarke with all in agreement.

Resolved : No FRS 17 Report is required from West Sussex County Council.

128. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AND ALLOTMENT HOLDERS.

It was noted that new Licences for all the clubs are currently being drafted and as with previous Licences, these agreements allow for annual increases in rent in line with the Retail Prices Index (RPI). It was noted that the current RPI was around 3.5% but the increases should be based on the figure to be announced in March (subsequent to meeting it was noted that the latest RPI figure will be announced on 23rd March). It was therefore proposed by the Chairman and seconded by Cllr Black all clubs/allotment rents are increase in line with the March RPI figure and this was carried unanimously. It was AGREED that the increases to the rents should be rounded up to the nearest 50 pence.

Resolved : All rents are to be increased in 2010/11 in line with the RPI figure to be announced in March 2010.

129. SALARY REVIEWS

The Clerk advised that the office staff's salaries were paid in accordance with the recommended pay scales from the National Association of Local Councils (NALC), and this would be reviewed shortly with the decision coming anytime from August to November. Last year, Clerk's received a 1% increase in salaries and the Clerk felt it was unlikely that there would be any increases much in excess of this for 2010/11. A discussion followed as to whether, as with many other public sector bodies, there should be a zero increase in salaries. It was therefore AGREED that no decision should be taken on any salaries until an agreement was reached by NALC. This issue will then need to come back before the Committee with the proposal that all staff salaries are reviewed in line with the NALC recommendation. Staff affected will be informed accordingly.

130. RISK REGISTER

The Committee had received the current register entries for the categories Administration, Finance & Policy, Whole Council, Ownership/Council Property and Governance & Management. The Committee reviewed the entire register and made the following changes :-

Whole Council (C1) Person responsible should include “. . . and Chairman of the relevant Committee”.

Governance & Management (2) Person responsible should include “. . . and Chairman of the relevant Committee”.

Governance & Management (new category 22). Regular review of Standing Operating Policies (SOPs). Impact : risk of litigation, fines. Likelihood : Low. Severity : High. Control Action : regular review. Review Frequency : As required but at least bi-annually. Alternative Trigger : Change in legislation. Person responsible for review: Clerk.

It was then AGREED that these section are reviewed with a date of 11th March 2010.

131. INTERNAL AUDIT REPORT

The Clerk advised that all points in the Action Plan from the Interim Audit Report have now been actioned. With regard to R1, one of the VAT amounts to be repaid to HMRC has already been done and the second will be on the return for the fourth quarter of the year. To comply with R2, the Clerk has compiled a schedule showing the VAT reclaims compared to expenditure and given an explanation when VAT does not fall between 4% and 6% of expenditure and this was copied to the Committee. Finally, the Clerk advised that her Deputy was finalising the Licences for the Sports Clubs and these will be going back to the Recreation & Open Spaces Committee shortly.

132. CORRESPONDENCE

A list of correspondence and comments made, is attached to these minutes as Appendix 3.

133. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

There were no matters for inclusion.

134. PAYMENTS

The following payments were approved and signed:

WSCC	£5329.02
Ray Wright	£88.52
LED Synergy	£29.38
Pulborough Social Centre	£61.75
Pulborough Social Centre	£88.90
Horsham District Council	£72.00
L Ellis	£9.00
Public Works Loan Board	£6049.15

The meeting closed at 8.34pm

.....Chairman

.....Date

CORRESPONDENCE
11th March 2010

FINANCE & POLICY

Horsham District Council

Confirmation of cessation of Christmas Decoration Grant. Copied to Committee.

In light of the above, it was noted that careful consideration will have to be given to the provision of Christmas Lights as the budget assumes up to £3000 could be reclaimed.

Auditing Solutions

Notification of fees with effect from 1st April 2010. Copied to Committee.

Peter J Consultants

Details of alternative auditor. Copied to Committee.

It was suggested that details of other Councils using this Consultants be obtained and references taken up.