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 10TH NOVEMBER 2016 AT THE SPORTS PAVILION

PRESENT: **Cllrs: Clarke (Chairman), Henly, Kipp, Quested, Reddin and Tilbrook**

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

The meeting opened at 7.30pm

65. APOLOGIES FOR ABSENCE

All Committee Members were present.

66. DECLARATIONS OF INTEREST

There were no declarations of interest.

67. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 27th October 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report from 27th October meeting:-

Min. 53 Parish Council Finances:

Following previous practice, due to the proximity of today's meeting to the previous one, which received Council Finances to end September 2016, there is no item for Council Finances for this meeting. The next meeting will receive bank reconciliations for end of October, November and December 2016. The Bank Reconciliation Statement as at 31st October 2016 is available to be viewed. At the last meeting there were three invoices of more than 30 days outstanding - currently two of those are still outstanding (sports clubs) with arrangements in place to forward part payments. In addition there are also seven allotment tenants' rents outstanding which have been followed up today.

Min. 58 Insurance:

Following noting of renewal of the Council's insurance cover under the Long Term Agreement, the Clerk is still to check the terms of agreement and increase in premium, as requested.

Min. 64.2 Staffing Update - Appraisals Outcomes:
Owing to the need to focus discussion to considering the budget, an item specifically on staffing has not been included in the agenda for this meeting, although the last meeting agreed to do this. Instead it is suggested that whilst salary allocations will form part of budget discussions today, a dedicated item to discuss any changes to staff roles be included as part of the January 2017 agenda. Members **AGREED** to this proposal.

68. ADJOURNMENT FOR PUBLIC SPEAKING
There were no members of the public present.

69. BUDGET AND RESULTING PRECEPT REQUIRMENT FOR 2017/18
Members discussed the draft potential budget for the 2017/18 municipal year (copied to Committee), and the tabled updated version (copied to Committee) which now included the estimated HDC Council Tax Support Grant figure of £873. This was a considerable cut from the previous year and it was noted that there would be no grant in future as a result of central government funding cuts to principal authorities. As discussed in the 2015 budget setting meeting, the Neighbourhood Wardens scheme for an initial two years required an increase in Band D charges (minuted estimated at 4.26% increase for 2017-2018) with a precept contribution of £25,000 for the second year funding. In addition progression of the Council's objective of rebuilding the Sports Pavilion will probably involve considerable expense on preparatory work (<£30,000?) even prior to actual build costs. For the wardens part of the funding would also come from unallocated reserves* and for the pavilion work from earmarked reserves (EMR). It was assumed that building work was unlikely for a further financial year.

Members reviewed the draft by individual cost centre and noted the following:

- Budgets had in most cases been increased by 2% where the projected year end figure is close to budget
- No increase has been included for salaries due to adequate allocation last year, with scope for any incremental increase or promotions yet to be decided
- The HDC Council Tax Support Grant is not yet confirmed but is understood to be an 80% reduction from last year at £873, and will be 0 for 2018/19
- Legal fees were unlikely to be required and therefore reduced to £1,000
- Stationery & Office was not increased, remaining at 3,000
- MSF figure was reduced to £1,000 with the other £1,000 to be vired from EMR to General Reserves to cover the shortfall (if necessary)
- *No budget was set for Neighbourhood Wardens, with the costs to be met as £25,000 from precept and £35,000 from General Reserves, as planned
- Grants and Donations has been reduced to £7,500
- Pavilion rebuild remains at £10,000 to cover part of the potential preparatory studies
- Memorial Garden has been allocated £100 for possible small works and maintenance
- No additional allocation has been made for Neighbourhood Plan as there was sufficient EMR of £14,520.70: This has now been reduced to £10,000
- Boiler and shower (Pavilion) reduced to £200 (new last year, first service arranged)
- Hanging Baskets increased to £1,000 to allow for improved maintenance
- Pavilion Repairs has been reduced to £2,000
- Tractor & Equipment has been reduced to £3,000 as the major outlay for vehicle was last year. This figure still allows an anticipated purchase of a trailer and accrual for a new tractor.
- Pocket Park has been reduced to £2,000, the 'top up' of £1,000 to be sourced from the current EMR

Members noted that that taking into account the foregoing, a precept of £188,296 would be required, giving an approximate Band D equivalent increase per household of £74.31 per annum or 4.6%. It was **RESOLVED** that the final figures, such as HDC grant once confirmed and final number of band D properties, would be discussed between the Clerk, Chairman of Council and Chairman of Committee, reviewed and then circulated to Committee Members for approval. The resultant draft budget would then form the recommendation to full Council in January 2017 for setting the 2017/18 precept.

NB: Subsequent to the Meeting, following further information and discussion, Committee Members approved draft recommendation to full Council of a precept requirement of £188,882, an increase of £8,866 over the previous year by 4.92%. The final Band D equivalent remains to be confirmed by HDC in December – before calculating the Band D rate.

70. CORRESPONDENCE

Members noted correspondence received as per the list circulated, detailed below:

WSCC - LOCAL GOVERNMENT PENSION SCHEME (LGPS): BULLETIN 150
Email and attachments from Pensions Operations Manager of WSCC/Capita Partnership summarizing action points following the publication of Bulletin 150. Attention is drawn to the following:

- DCLG have published the result of the SF3 data collection which can be found at the link provided. Employers may wish to complete the survey about how our local government finance statistics and data are used and the decisions they inform.
- The interim report on the State Pension Age Review is available (link provided). The full report will be published in 2017. Employers may wish to consider responding to questions posed by Government in Annex B. (Closing date 31st December 2016)
- There are a number of different courses available over the first few months of 2017 on Understanding Auto-Enrolment and Understanding the Employer Function. Employers may wish to consider attending these. (Two dates April 2017 in Exeter and Leeds)
- For information: The CPI rate for September 2016 is confirmed as 1%; however confirmation from Government of the rate that will be applied to the LGPS is awaited.

The Clerk asked whether the Committee wished the survey to be completed for Pulborough Parish Council; responding to the State Pension Age Review questions; to attend training events. If so, the paperwork would be circulated to Members and form an item for ratification at the January meeting. Members felt that this was probably not necessary and requested that the Clerk study the documentation to ascertain whether formal action was prudent and advise Members as appropriate - **AGREED**.

71. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None were put forward, however Staffing will be an item as previously discussed.

72. PAYMENTS

Members received, considered and approved payments to be made.

RESOLVED: that the payment of the following Direct Debits and Cheques be approved and signed:

	£
Pulborough Social Centre	174.30
Viking	19.19
Rabbit	216.00
West Sussex County Council	7681.07
Came & Company	344.30

The meeting closed at 9.00pm

……………………………………..Chairman

………………………………………Date