

## **PULBOROUGH PARISH COUNCIL**

The Annual Meeting of Pulborough Parish Council was held at the Village Hall on Thursday 22 May 2003 at 7.30 pm

**Present:** Mr D Jolliffe (retiring Chairman) Mrs C Barnett  
Mrs H Black Mrs J Botting  
Mr B Donnelly Mr R Paterson

**In Attendance:** Mr P Jones

### **1 APOLOGIES FOR ABSENCE**

Dr A Tilbrook

Copies were circulated of a note from Dr Tilbrook requesting that meetings should not be held unless all four of the elected councillors could attend. Members noted Dr Tilbrook's views. However, it was considered important to proceed with the meeting in order to secure basic Parish Council operations and to enable the retiring Chairman to leave.

### **2 DECLARATIONS OF INTEREST**

Mrs Black declared an interest in items relating to Pulborough Social Centre as Chairman of the Trustees.

### **3 DECLARATIONS OF ACCEPTANCE OF OFFICE**

It was reported that Declarations had been received from the six Members present. Mrs Botting proposed that Dr Tilbrook should be permitted to sign his Declaration at the Annual Parish Meeting on 23 May. Mrs Black seconded and the proposal was agreed unanimously.

### **4 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

The Clerk said that she had received one nomination – Mrs J Botting - for the office of Chairman of the Council - and that Mrs Botting was willing to stand. Mrs Black reported that Dr Tilbrook had asked her to vote for Mrs Botting on his behalf. It was decided unanimously that Mrs Botting be invited to serve as Chairman of the Council for the year 2003/04. Mrs Botting accepted and signed a Declaration of Acceptance of Office as Chairman of the Council for the year 2003/04.

Mrs Botting took the Chair and reported that one nomination – Mr B Donnelly - had been received for the office of Vice Chairman of the Council. Mrs Black reported that Dr Tilbrook supported the nomination. It was decided unanimously that Mr Donnelly be invited to serve as Vice Chairman of the Council for the year 2003/04. Mr Donnelly accepted and was declared Vice Chairman of the Council for the year 2003/04. Mr Donnelly said that he would stand down after the Parish Council elections.

### **5 PULBOROUGH PARISH COUNCIL (REMOVAL OF DIFFICULTY) ORDER 2003**

Copies of the Order were received. Mr Donnelly said that Horsham District Council had issued a press release. This included reference to poll cards

## **PULBOROUGH PARISH COUNCIL**

although he understood that the Parish Council had been told that poll cards were optional. Mrs Black proposed that the Parish Council should accept the option of poll cards. The cost of approximately £1,000 was justifiable because it was important to raise awareness of the election and to encourage people to vote. Mrs Barnett seconded and the proposal was agreed unanimously.

Mr Paterson emphasised the importance of securing candidates and suggested that traders should be encouraged to apply. It was reported that there were eleven potential candidates for the eleven vacancies. Members agreed that the Clerk should deliver nomination packs to known candidates and should offer to deliver completed forms to the District Council.

### **6 COMMITTEE ALLOCATIONS AND FUTURE MEETINGS**

Members noted that a meeting of the Recreation & Open Spaces Committee had been cancelled in the absence of a Chairman and Vice Chairman and sufficient Members. It was agreed to retain meetings of the Planning & Services Committee and to hold any necessary meetings of the Finance & Policy Committee on the same evenings to discuss essential business. It was decided that the next meeting should start at 7.00 pm and that previous members of the Committee should be invited to attend. Mr Paul Rowley should be asked whether he could attend a meeting later in the year when more Members could be involved.

For the future, Mr Paterson suggested that it would be helpful to include members of the Pulborough Society and to establish links with the Wiggonholt Association.

### **7 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES**

Mrs Barnett proposed that Mrs Botting should be appointed as Chairman of the Planning & Services Committee. Mrs Black seconded and the proposal was agreed unanimously. It was agreed to defer the appointment of a Chairman and Vice Chairman of other Committees.

### **8 REPRESENTATIVES**

It was also agreed to defer the appointment of most of the Parish Council's representatives. Mrs Barnett said that she was willing to continue as the Parish Council's representative for the Youth Club and for Community Care, and this was agreed. Mrs Botting undertook to attend a meeting of the Pulborough Partnership on 9 June and Mrs Black said that she would attend the next meeting of the steering group of the Horsham Healthcheck Project on 16 June. This was agreed.

Mrs Black said that the seven Parish Council Village Hall Trustees were not required to be Councillors. The Chairman should be a Member of the Parish Council but was chosen by Trustees. It was agreed that Mrs Katie Watson should be invited to continue as a Trustee of the Village Hall.

### **9 BANK SIGNATORIES**

Mrs Botting proposed that:

## PULBOROUGH PARISH COUNCIL

- 1) all Members present and the Clerk should be authorised signatories for the Parish Council's accounts with National Westminster Bank PLC
- 2) all payments from the Parish Council's main current account number 96010045 should be authorised by two signatories
- 3) payments from wages & salaries account number 84882050 should continue to be authorised by the Clerk up to limits of £750 per individual payment and £2,500 in total per calendar month, above which limits a second signatory should be required.

Mr Paterson seconded and the proposal was agreed unanimously. Mrs Barnett, Mrs Black, Mrs Botting, Mrs Dorling, Mr Donnelly and Mr Paterson signed authorised signatories sheets. Mrs Botting and Mrs Dorling certified the signatures and signed new Mandates in respect of the Parish Council's main business accounts and wages & salaries account number 84882050. All signatories undertook to present identification details to NatWest.

The Clerk suggested that the Parish Council should cancel the monthly Standing Order payable to SEEBBOARD for maintenance of the Parish Council's streetlights and in future pay by direct debit. Each year the Parish Council approved a new agreement for maintenance. This inevitably involved a change in the monthly payment and a direct debit would be more efficient. Members agreed unanimously and Mrs Botting and Mr Paterson signed a Mandate to NatWest for future payments to SEEBBOARD by direct debit.

### 10 PAYMENTS

Members noted that Horsham District Council had issued a credit note in respect of village sweeping charges for April in view of the difficulties experienced. It was agreed to pay the charges for May. It was also agreed to order 15 copies of 'The Good Councillor's Guide' at a total cost of £30.

		£
Ash Reid Design	Play equipment repairs	546.38
Harwoods	Petrol	22.30
J F Shaw	Postage	22.65
Burgess&Randall	Supplies	108.35
Kevin Soal	Footpath maintenance	45.00
Social Centre	Room hire	353.55
London Electricity	Gas	149.81
Viking Direct	Stationery	87.90
BT	Telephone + Alarm	144.21
N Hompstead	Mileage	12.97
HDC	Village sweeping	342.71
Sussex County Training	Councillor's Guides	30.00

It was agreed that an invoice in respect of the proposed Pulborough Carnival should be returned to Mr Shaw.

## PULBOROUGH PARISH COUNCIL

Members approved the draft Responsible Financial Officer's report and provisional Income & Expenditure Account 2002/03 for circulation at the Annual Parish Meeting.

Members noted that an invoice dated 19 March to Pulborough Sports & Social Club in the sum of £1,814.51 for reimbursement of the Club's contribution to the cost of annual insurance had not been paid. It was agreed to write to the Chairman of the Club. In response to a question, the Clerk said that the Club had paid two quarters' rent to the Parish Council during 2002/03. The Treasurer had written to the effect that rent for the other two quarters had been paid to the Sports Trust. She had written asking Mr Shaw for confirmation and for a copy of the accounts for the Sports Trust but had not received a reply. It was agreed to write again to Mr Shaw when he returned from holiday.

### 11 COUNCILLORS' ITEMS

#### 1) Recreation Ground

Mrs Barnett enquired about repairs to the bollards and sign. She undertook to chase the District Council in respect of the sign.

The meeting closed at 9.20 pm.

..... Chairman

..... Date