

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance & Policy Committee was held at the Village Hall on Thursday 9 January 2002

**Present:** Mr L Ampstead (Chairman) Mrs H Black  
Mrs J Botting Miss K Medhurst  
Mrs K Watson Mr D Jolliffe  
Brigadier W Shackell Mr J Shaw  
Mr P Williams

### 1 APOLOGIES FOR ABSENCE

None

### 2 DECLARATIONS OF INTEREST

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

### 3 MINUTES

The minutes of the meeting held on 14 November 2002 were agreed and signed as a correct record.

#### 3.1 Matters Arising

**ACTION**

##### 1). Insurance

It was agreed to arrange a meeting during January to review the Parish Council's insurance between Mr Ampstead, Brigadier Shackell and the Clerk.

**Clerk**

##### 2) Freedom of Information Act

Mr Jolliffe said that a meeting to review the optional classes of information had not yet been arranged.

**DJ/Clerk**

##### 3) 2002/03 National Salary Award for Clerks

Members noted that the Clerk was currently on Spine Point 19 of the National scale and that the annual cost of the salary increase awarded would be £1,398.96.

##### 4) Financial Relationship with Pulborough Social Centre

It was noted that information was outstanding on what rent was required and when.

**HB**

##### 5) Precept 2003/04

It was reported that Pulborough Medical Group had submitted an application on the new form for a grant towards the cost of new medical equipment. It was agreed to acknowledge the application and to consult SALC about the feasibility of funding medical equipment.

**Clerk**

Mr Shaw said that he had started work on drawing up a list of possible grants. He had spoken to Billingshurst and Storrington Parish Councils about their projects and would provide a full report at a later date. In the meantime, Mr Shaw suggested that the Parish Council should be considering what it would like to do.

**JS**

**Members**

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- |  | <b>ACTION</b>  |
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| <p><b>4 STANDING ORDERS</b></p> <p>Mr Williams said that he had reviewed the Standing Orders and recommended only minor amendments. These included appending the Code of Conduct and various amendments to take account of the proposed separate Financial Regulations. Mr Williams suggested that a paragraph should be added to the effect that the NALC guidance should be used where the Parish Council's Standing Orders did not cover a particular matter.</p> <p>Members were asked to provide comments to Mr Williams as soon as possible and not later than 7 February so that the Standing Orders could be revised for consideration at the Committee's next meeting on 20 February. Mr Williams asked the Clerk to email the index of contents.</p> | <p><b>Members</b></p> <p><b>PW</b><br/><b>Clerk</b></p>    |
| <p><b>5 FINANCIAL REGULATIONS</b></p> <p>The Committee considered the draft Financial Regulations prepared by the National Association of Local Councils and suggested a number of amendments. It was agreed to check with NALC when the final version would be available and - when available - to produce an amended version for consideration by the Parish Council. The Internal Auditor should be consulted on the final version.</p> <p>Mr Jolliffe suggested that the Parish Council should have a purchase order system. It was agreed to number orders and to maintain a log.</p>   | <p><b>Clerk</b></p> <p><b>Clerk</b></p>                    |
| <p><b>6 RISK ASSESSMENT</b></p> <p>Mr Shaw commended the approach in the document which had been circulated with the Agenda. Mr Ampstead asked Members to review the document and to provide comments at the Committee's next meeting.</p>   | <p><b>Members</b></p>                                      |
| <p><b>7 BUSINESS MANAGEMENT PLAN</b></p> <p>The Committee considered the draft format which had been prepared by Brigadier Shackell. It was agreed that the format of the plan should be changed in line with the budget format. Mr Ampstead suggested that he, Brigadier Shackell and the Clerk, should redraft the format jointly. The aim would be to agree a format and to delegate the planning process to the Parish Council's Committees. He would welcome comments from Members in the meantime.</p>   | <p><b>LAWS/</b><br/><b>Clerk</b></p> <p><b>Members</b></p> |
| <p><b>8 OFFICE COMPUTER</b></p> <p>It was reported that quotations for the supply of a computer had been requested from <del>...</del> and <del>...</del> and PCs. <del>...</del></p>  |  |

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been requested from crystech and Bits and PC's. Only crystech had responded. Mr Shaw said that he had investigated the possibility of leasing a computer and printer. In principle, the charges seemed reasonable but he had been unable to obtain a quotation for this evening's meeting. Mr Jolliffe proposed that the Clerk should be authorised to purchase a computer for up to £664 including delivery and installation. Mrs Botting seconded and the proposal was agreed unanimously. Members noted that this expenditure would exceed the budget for stationery and office equipment. However, the expenditure was deemed necessary to meet operational needs and funds were available.

**ACTION**

**Clerk**

Members also noted that the office printer had failed twice in recent months and agreed to research the question of purchasing a replacement.

**Clerk**

- 9 ANNUAL SUBSCRIPTIONS** The Committee considered the list of current subscriptions which had been circulated with the Agenda. It was agreed unanimously to cancel the subscription to the Inland Waterways Association because it was of limited value to Pulborough. Mrs Botting proposed that the Parish Council should subscribe to the Farming and Wildlife Advisory Group because its work was relevant to a rural community. Mrs Black seconded and the proposal was agreed unanimously.

**Clerk**

**Clerk**

It was agreed to review the role of the Sussex County Playing Fields Association and that all other subscriptions should stand. The Clerk was asked to check addresses for the Local Council Review.

**Clerk**

### **10 PARISH COUNCIL RESERVES**

It was reported that the external Auditors had suggested that the Parish Council's reserves should be earmarked for specific purposes. Members noted from the paper circulated with the Agenda that the Parish Council currently held £17,689.97 in a Capital Reserve Account and that the budget for 2002/03 allowed for a transfer to reserves of £2,000. It was agreed unanimously that this sum should be transferred to reserves as soon as possible.

**Clerk**

It was also agreed that the policy should be to maintain sufficient reserves to enable the essential repair and replacement of the Parish Council's assets and also that funds received from specific sources should be allocated to a relevant earmarked reserve. For 2002/03 the reserve funds should be allocated as follows:

	£
- Sports facilities	8,126.41
- Play areas	5,000.00
- MSF general	3,328.40

**Clerk**

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-	MSF resurfacing	3,000.00
-	General	235.16
	<b>TOTAL</b>	<b>19,689.97</b>

### ACTION

#### 11 PARISH COUNCIL EXPENDITURE AGAINST BUDGET

Members noted the report on expenditure against budget to 31 December 2002 which had been circulated with the Agenda.

#### 12 PAYMENTS

It was reported that the Parish Council's balance at the Bank on 13 December 2003 was £68,516.98.

			£	
D R Jolliffe	Sand		41.13	
J Randall	Bowling Green		405.97	
RBS Auditing Solutions	Internal Audit		342.71	
K Pearson	Dismantle	Christmas	Lights	<b>Clerk</b>
1,175.00				

It was agreed that Horsham District Council should be asked to reimburse the Parish Council for the sand.

#### November Wages and Salaries

		£
J C Jupp	MSF	169.79
G Martin	Caretaker	278.46
B Tee	Village Warden	534.28
T Kent-Haynes	Assistant Clerk	236.01
M J Leadbeatter	Groundsman	274.58
Inland Revenue	Tax and NI	388.36
Total		1,881.50

#### December Wages and Salaries

		£
J C Jupp	MSF	135.92
G Martin	Caretaker	228.40
B Tee	Village Warden	399.32
S Pinnock	Assistant Clerk	303.60
M J Leadbeatter	Groundsman	210.54
Inland Revenue	Tax and NI	344.44
Total		1,622.22

It was reported that NatWest Bank had changed its security procedures without informing the Parish Council. The Clerk had been unable to order a new cheque book and had been told that a new Mandate would be required before the Bank would accept any

**Clerk**

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instructions or requests for information. It was agreed to write a letter of complaint to NatWest and to enquire about the services of Barclays Bank.

**WS**

**13 CORRESPONDENCE**

**1) Standards Board Roadshow.**

**ACTION**

Brigadier Shackell undertook to attend the Roadshow to be held in London on 22 January.

**Clerk**

**14 ITEMS RAISED BY COUNCILLORS**

**1) Loan from the Public Works Loans Board**

Mr Shaw requested information on the date on which the Parish Council's loan would be repaid and on any property against which the loan was secured.

**Clerk**

**2) Web Sites**

Mr Shaw asked Members to review the District Council's and the Parish Council's web sites and to consider what the latter should include. He requested dates of meetings and asked Members to check that the site was up to date.

**JS**

**3) Broad Band**

Mr Shaw suggested that the lack of broad band access in Pulborough was a disadvantage to small businesses operating from home. He undertook to check the requirements with BT.

**JS**

**4) Parish Council Newsletter**

Mr Ampstead asked what had happened to the Newsletter. Mr Shaw said that he was waiting for the Countryside Agency to decide whether to make funding available.

**Members**

**5) Community Awareness Day**

Mr Ampstead reminded Members that the Community Awareness Day would be held on Friday 17 January. He asked Members to help to distribute leaflets and to support the event on the day.

The meeting closed at 10.15 pm.

..... Chairman

..... Date