

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance & Policy Committee was held at the Village Hall on Thursday 10 April 2003

**Present:** Mr L Ampstead (Chairman) Mrs H Black  
Mrs J Botting Brigadier W Shackell  
Mr J Shaw Mr P Williams

**In Attendance:** Mrs C Barnett Mr D R Phillips

### 1 APOLOGIES FOR ABSENCE

Miss K Medhurst Mr D Jolliffe

### 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 20 February 2003 were agreed and signed as a correct record.

#### 3.1 Matters Arising

**ACTION**

##### 1) Insurance

It was agreed unanimously that authority should be delegated to the Clerk to initiate changes to the insurance specification in respect of the Fidelity Guarantee and revised valuations for the pavilion and tractors. It was also agreed that Pulborough Sports & Social Club should be responsible for insuring that part of the building covered by the Licence Agreement.

**Clerk**

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

Mrs Black said that the new annual charges had been given to the Assistant Parish Clerk. It was agreed that these should be circulated with the minutes.

**Clerk**

##### 3) Business Management Plan

Mr Ampstead said that he would redraft the Plan.

**LA**

##### 4) Office Computer

It was reported that the cheapest colour Laserjet printers were £600. Mr Williams proposed that the Clerk should be authorised to purchase a mono Laserjet printer for up to £300. Mr Ampstead seconded and the proposal was agreed unanimously. Consideration would be given to purchasing a cheap colour printer should the need arise.

**Clerk**

It was also agreed that the Clerk should be reimbursed £41.99 for the cost of purchasing a printer head, cartridge and ink to enable her to print Parish Council papers at her home since this was her normal place of work.

##### 5) Banking

Members noted that NatWest Bank had still not replied to the Parish Council's letter of complaint. It was agreed to

**ACTION**

## PULBOROUGH PARISH COUNCIL

- approach Barclays Bank in Pulborough with a view to transferring the Parish Council's business. **Clerk**
- 6) Freedom of Information Act**  
It was reported that the publication scheme was displayed on the Parish Council's website and on the main notice board.
- 7) Terms and Conditions of Employment**  
Members noted that the Clerk's Terms and Conditions of Employment had been agreed by full Council but that the Contract of Employment had not yet been signed. **DJ**
- 8) Accounting Software**  
It was reported that the Impact software would cost £155 because the Parish Council had not subscribed for two years and would be treated as a new customer. It was agreed unanimously to proceed. **Clerk**
- 9) Archive Boxes**  
Brigadier Shackell suggested that the Clerk should check the suitability of plastic boxes at a hardware store. **Clerk**
- 10) Parish Council Elections**  
Mrs Black undertook to speak to Mr Bransden to ascertain his interest in co-option to the Parish Council. The Clerk reminded Members of the need to complete nil returns for election expenses. **HB**  
**Members**
- 4 FREEDOM OF INFORMATION ACT**  
Members noted the paper on optional documents which had been circulated with the Agenda. Mr Shaw proposed, and it was agreed, that Agendas and minutes of meetings should be available on the website. It was agreed that the next meeting of the Finance & Policy Committee should review the Parish Council's policies on Health and Safety and Equal Opportunities and should also consider a review of the Byelaws. **Clerk**  
**Members**
- 5 RISK ASSESSMENT**  
Members agreed the financial risk assessment document for inclusion in the Parish Council's accounts. The Clerk was asked to insert the dates of last review and to agree the final document with Mr Ampstead. **Clerk/LA**  
**F & P**  
It was agreed that the question of a building survey of the pavilion should be considered by the new Council and that the next meeting of the Finance & Policy Committee should review items 20 and 21 – awareness of and compliance with the law. It was also agreed to ask the Chairman of Pulborough Social Centre to clarify the issue of the lender of last resort for Pulborough Social Centre. **F & P**  
**HB**
- 6 RECRUITMENT OF ASSISTANT PARISH CLERK**  
Mr Ampstead proposed that the post of Assistant Parish Clerk should be advertised in the West Sussex Gazette and the County Times and that the hours of the post should be increased to `up to **ACTION**  
**Clerk**

## PULBOROUGH PARISH COUNCIL

25'. Mrs Black seconded and the proposal was agreed unanimously. It was also agreed that Mr Anthony Pettendrup might be engaged on a temporary basis pending the appointment of a permanent assistant.

**F & P**

Mrs Black said that Pulborough Social Centre might be able to provide a separate room for the Parish Council. It was agreed that this option should be explored at the Committee's next meeting.

### 7 **AGENDA FOR ANNUAL PARISH MEETING**

**Clerk**

It was agreed that the Chairman and Responsible Financial Officer should provide written reports. The Chairman of each Committee should be asked to provide 200 words for inclusion in the Chairman's report. The presentation by Pulborough Medical Group should dominate the Agenda and be allocated the majority of the time available. Mrs Barnett offered to serve tea, coffee and biscuits. Mr Shaw undertook to review a poster to advertise the Meeting and to provide a copy of the Village sign.

**CB**

**JS**

### 8 **PAYMENTS**

It was reported that the Parish Council's balance at the Bank on 14 March 2003 was £50,107.65. Unfortunately, NatWest had not yet been able to provide statements for 31 March.

		£
HDC	Refuse Collection	342.17
Impact	Software	155.00
Social Centre	Room Hire x 2	66.00
Freelance Design	Newsletter Amendments	88.13
<b>February Wages and Salaries</b>		<b>£</b>
J C Jupp	MSF	135.70
G Martin	Caretaker	228.40
B Tee	Village Warden	421.38
S Pinnock	Assistant Clerk	394.04
M J Leadbeatter	Groundsman	298.92
Inland Revenue	Tax and NI	<u>286.95</u>
Total		1,764.98
<b>March Wages and Salaries</b>		<b>£</b>
J C Jupp	MSF	170.01
G Martin	Caretaker	283.74
B Tee	Village Warden	440.24
S Pinnock	Assistant Clerk	366.79
M J Leadbeatter	Groundsman	296.96
Inland Revenue	Tax and NI	<u>308.52</u>
Total		1,866.26

**Clerk  
ACTION**

### 9 **CORRESPONDENCE**

#### 1) **Draft Press Release**

Copies were circulated of a draft press release on Swan Corner and the new streetlights on Sopers Hill. The draft was agreed for submission to the local papers.

**Clerk**

**PULBOROUGH PARISH COUNCIL**

**2) West Sussex Local Waste Plan**

Members noted that the County Council had advertised that the Plan would be available in the Parish Council office from 15 May to 26 June. Mrs Black agreed that this was acceptable.

**Clerk**

**10 ITEMS RAISED BY COUNCILLORS**

**1) Litter**

Mr Williams said that the Pulborough Society had commented on the litter problem in the Village. Brigadier Shackell suggested that the Parish Council should bid to run all services.

**2) Election**

Brigadier Shackell commented that the election had been a disaster for the Parish Council. Mr Shaw suggested that the co-option process needed careful thought to in order to create a strong new Council.

**Members**

**3) Compulsory Purchase**

Mrs Black said that some people in the Village were concerned about the possible compulsory purchase of their houses. Mr Ampstead said that rumours were very damaging and recommended that Members take steps to meet the public, for example at Sainsbury's.

**Members**

The meeting closed at 9.07 pm.

..... Chairman

..... Date