

PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 21st August 2003 at 7.30 pm.

Present: Mr I Kiverstein (Chairman) Mrs H Black
Mr Michael Foster Mrs J Botting
Mr N Ryan Mrs N Hompstead

In attendance) Mrs C Barnett Mrs L Speer
(item 3)

1 APOLOGIES FOR ABSENCE

Mr P Lee Mr B Vincent
Dr A Tilbrook

2 DECLARATIONS OF INTEREST

Mrs H Black declared an interest as Chairman of the Village Hall Trustees.
Mr M Foster and Mr N Ryan both declared interests as Village Hall Trustees.

SPORTS PAVILION

ACTION

Mr Kiverstein said that he had given leave to Mrs Barnett and Mrs Speer to present urgent proposals from Pulborough Sports & Social Club (PSCC) for modifications to the pavilion to enable membership controls and disabled access. The proposals did not involve a cost to the Parish Council.

Mrs Speer distributed copies of a quotation obtained by PSCC which detailed the following proposed changes to the pavilion:

- a. A new door on the east wall and new inner doors (to the created vestibule) to enable control of 'members only' entrance.
- b. A wheelchair/disabled ramp from the car park to the new door.
- c. The existing double doors to have crash bars fitted and become an emergency exit.

Mrs Botting proposed that the Parish Council should agree to the proposed alterations. Mrs Black seconded and the proposal was agreed unanimously.

Members suggested that PSCC might also be invited to obtain quotations for a disabled toilet. The Clerk undertook to enquire of Horsham District Council about grants for both the ramp and the toilet.

Mrs Speer said that the exterior of the building was now in a poor state. The Parish Council's risk register identified a need to prepare a maintenance plan for the pavilion. Mr Kiverstein proposed that a survey and plan should be commissioned. Mr Foster seconded and the proposal was agreed unanimously. The Clerk said that she had obtained a quotation of £400 for a survey. It was agreed to accept this quotation.

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- 3 MINUTES** **ACTION**
- The minutes of the meeting held on 5 June 2003 were agreed and signed as a correct record.
- Matters Arising**
- (i) Bank Signatories** **Clerk**
- Mr Kiverstein asked the Clerk to chase the outstanding signatories and to notify him of the position.
- 4 ANNUAL ACCOUNTS 2002/03** **Clerk**
- Members received the accounts for information and noted that full Council had approved these on 24 July. It was reported that the Parish Council's Internal Auditor had completed Section 4 of the Annual Return. Copies were distributed and it was agreed that the annual accounts could now be sent to the External Auditors.
- Copies were also distributed of the Internal Auditor's report and draft action plan. Mr I Kiverstein asked for two other Members to review the report in the next two weeks. Mr M Foster and Mr N Ryan volunteered and the rest of the Committee were in agreement. **M/NR**
- Mr Kiverstein suggested – and it was agreed - that the Committee should consider a summary of expenditure against budget quarterly together with a note of commitments and funds available to spend. The Parish Council should develop a five year as well as a one year plan. Members noted that no invoices had yet been received for the elections or for the printing of the Newsletter. **Clerk**
- 5 GRANTS 2003/2004**
- Members noted that there was a budget of £9,000 for grants. A grant application form had been introduced this year and previous recipients had been invited to apply. It had been intended to advertise more widely for applications but this had not happened because of the elections. The closing date for applications was 30 September and current applications totalled £3,050. Since the Carnival had been cancelled, an additional £2,000 was available of which £1,000 had been offered to the Youth Club.
- Members noted that one Neighbourhood Watch scheme received a grant and it was decided to ask the Police about other active schemes so that all might be considered. Mrs Botting said that Farm Watch and Horse Watch were very active, but low profile. She volunteered to find contacts. Mr Ryan proposed that each scheme identified should be awarded £25. Mrs Botting seconded and the proposal was agreed unanimously.
- Mr Kiverstein suggested that the Committee should seek to ascertain which local causes needed the Parish Council's help

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and then to prioritise. He undertook to draft a notice inviting applications for display on the Parish Council and community notice boards. Mr Ryan offered to find out what West Chiltington did. The Clerk was asked to chase applications from previous recipients.

ACTION
IK
NR
Clerk

6 REVIEW OF RISK ASSESSMENT

Mr Kiverstein suggested that the priority should be to review - items 20 and 21 – review of and compliance with the law. The Clerk reported that the Parish Council was registered under the Data Protection Act and had implemented a scheme under the Freedom of Information Act.

It was agreed to identify the requirements under Employment and Health & Safety legislation for consideration at the Committee's next meeting. The Clerk was asked to draft a job description and Mr Kiverstein undertook to provide a standard form of employment contract. It was agreed to ask Horsham District Council for a safety policy and also to consult Billingshurst and Southwater Parish Councils.

Clerk

IK

Asst Clerk

Mr Kiverstein asked all Members to consider the risk register and to bring suggestions for other items or omissions and views on priorities and the frequency of assessment to the next meeting.

Members

7 INSURANCE

Members noted that the current policy did not appear to cover Officials' indemnity (ie for failing to carry out responsibilities). It was agreed to distribute extracts of the insurance policy with the minutes to enable Members to ascertain what was covered. The Clerk was asked to check the position in relation to buildings cover for the pavilion.

Clerk

Clerk

8 PARISH COUNCIL INVESTMENTS

Mr Kiverstein undertook to ask the Manager of NatWest for a meeting to review the Parish Council's investments and to report back to the Committee's next meeting.

IK

9 COMMUNICATIONS

Mr Foster said that the sub group was considering the construction of the web site and was still waiting for notes on content. It had been agreed to change the domain name to Pulborough@gov.uk.

Subgroup

10 MEMBERS ALLOWANCES

Members noted that recommendations from the Remuneration Panel had not been received and that the deadline for a Parish Council response had been extended to end December. It was not therefore necessary for full Council to meet in September and Members agreed to retain 25 September for a Committee meeting. A presentation on action arising from the Healthcheck would be made to the meeting of full Council on 16 October.

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Mrs Botting raised the question of claiming for telephone calls. Mr N Ryan outlined a BT system called 'Low Cost Routing' which would direct the cost of a home made business call to, in this instance, the Parish Council account. It was agreed to investigate.

ACTION

Asst.Clerk

11 APPOINTMENT OF INTERNAL AUDITOR FOR 2003/2004

Mr N Ryan proposed that RBS Auditing Solutions should be appointed as the Parish Council's Internal Auditors for 2003/04. Mrs J Botting seconded and the proposal was agreed unanimously.

Clerk

12 BUDGET 2004/05 AND BUSINESS PLAN

Mr I Kiverstein suggested that the Parish Council's Committees should be asked to identify their plans and priorities for the next two years and to estimate costs. This Committee would need to take responsibility for general items. Mr I Kiverstein undertook to consider a format for a business plan for the next meeting.

IK

13 PAYMENTS

		£
Saunders	Heaters + Fans	20,930.28
E C Rose	Pavilion Painting	1,635.00
London Energy	Gas	30.35
Wightman&Parrish	Hygiene Supplies	26.96
Maudesport	Goal + Tennis Nets	28.61
BT	Telephone Office + Alarm	153.59
RBS Auditing Solutions	Internal Audit	376.00
Shaw & Sons	Guide Book	13.50
Harwoods	Petrol	25.08

July Wages and Salaries

		£
H M Barrett	Assistant Clerk	625.77
J C Jupp	MSF	141.26
G Martin	Caretaker	237.52
B Tee	Village Warden	453.47
A Pettendrup	Assistant Clerk	712.44
M J Leadbeatter	Groundsman	307.07
Inland Revenue	Tax and NI	<u>586.96</u>
Total		3,065.12

It was agreed that the Clerk's salary should always be paid at the end of each month. Where there was no available meeting, the cheque should be signed by two authorised signatories and reported to the next available meeting.

Clerk

14 CORRESPONDENCE

(i) Social Inclusion Working Group

Members undertook to consider Mr Paterson's note at the next meeting.

(ii) Holme Manor Garden

Mrs J Botting reported that she and the Clerk had been invited to a meeting with the owner, Mr John Rutledge.

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The latter had offered to open his garden to small groups of visitors, such as art groups. Mr Ryan said that Mr Ruttledge would have to undertake a risk assessment before inviting visitors.

ACTION

(ii) Glebe Field

It was reported that the Field had has been let for grazing.

15 URGENT MATTERS RAISED BY COUNCILLORS

None reported.

The meeting closed at 10.45 pm.

..... Chairman

..... Date