

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 25 September 2003 at 7.30 pm.

**Present:** Mr I Kiverstein (Chairman) Mrs H Black  
Mrs J Botting Mrs N Hompstead  
Mr P Lee Mr B Vincent

**In attendance)** Mr S Kidman, West Sussex County Times

### 1 APOLOGIES FOR ABSENCE

Mr M Foster

Mr N Ryan

### 2 DECLARATIONS OF INTEREST

There were no declarations.

### 3 MINUTES

### ACTION

The minutes of the meeting held on 21 August 2003 were agreed and signed as a correct record.

#### **Matters Arising**

#### **(i) Sports Pavilion**

It was reported that the survey had been undertaken and the report was due shortly.

Mrs Botting said that she had attended a meeting of Pulborough Sports & Social Club on 12 September. The next meeting would be on 14 October.

Mrs Botting said that the Club was proceeding with the new door, the disabled ramp and the disabled toilet. However, the Club's constitution had not yet been discussed and there was still concern about the Treasurer. An Extraordinary General Meeting on 11 September had been suggested. Mr Kiverstein recommended that the Parish Council should provide formal notification to the Club of the position.

**Clerk**

It was agreed to invited all Councillors to an informal meeting to review the position with Pulborough Sports & Social Club at 7.30 pm on Wednesday, 1 October. Mr Kiverstein asked Mr Kidman to check the content in advance of any material to be published on this item.

**Clerk**

#### **(ii) Annual Accounts 2002/03**

The Clerk confirmed that the Annual Accounts had been sent to the External Auditors. A summary of expenditure against budget would be provided after the end of the current quarter.

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- (iii) Insurance** **ACTION**
- Mr Kiverstein received a copy of the Parish Council's main insurance policy. Further copies were available to any Members interested.
- It was reported that Allianz Cornhill had advised that the Parish Council had two options in respect of buildings cover for the pavilion:
- 1) to add the whole buildings cover to the Parish Council's policy but to identify it on the schedule in two parts. The premium for this section would be £3,307.50.
  - 2) to continue with both insurances but to note the respective interests of the two parties on both policies. In this case the Parish Council's premium would be loaded to reflect the increased risk at a n additional cost of £185.11 per annum.
- The Council's decision was required within 28 days otherwise Allianz Cornhill would assume that option 2 was preferred and would amend the policy accordingly.
- Members generally preferred option 1. Mr Kiverstein undertook to consider Allianz Cornhill's letter when received and to raise this matter at the next meeting of full Council. **IK**
- (iv) Parish Council Investments**
- Mr Kiverstein apologised that it had not been possible to arrange a meeting with NatWest and undertook to do so before the Committee's next meeting. **IK**
- (v) Communications**
- The Assistant Clerk circulated a report on the result of enquiries concerning the change of the Parish Council's domain name and email address.
- Mr Vincent said that the Communications Subgroup had not met for some weeks and suggested that the Parish Council should consider a Communications Strategy. It was agreed to arrange a meeting of the Communications Subgroup to draft recommendations for consideration at the next meeting of the Finance & Policy Committee. A provisional date of Wednesday 8 October was agreed subject to the availability of Mr Jim Noble and other Members. **Clerk**
- (vi) Members' Allowances**
- Members noted that the Agenda provided for discussion of the recommendations from the Parish Remuneration Panel. The Assistant Clerk circulated a note on the issue of telephone billing, Mrs Botting proposed that the Parish Council subscribe to one of the two services identified to enable direct billing to the Parish Council for home made business calls by the Chairman and Vice Chairman of

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- Council and the three Committees and by the Clerk and Assistant Clerk. Mrs Black seconded and the proposal was agreed unanimously. It was agreed that the Chairman and the Assistant Clerk would determine the best option, implement arrangements and report to full Council.
- (vii) Social Inclusion Working Group**  
Mrs Hompstead said that Mr Paterson had raised this issue at a Healthcheck workshop. Members suggested various organisations which might help to identify those in need of help, including schools and doctors, and means of raising awareness of the availability of help, including leaflets and posters. Mrs Botting undertook to ask Mr Paterson what he would like the Parish Council to do.
- (viii) Holme Manor Garden**  
It was agreed to ask Mr Ryan to report at the Committee's next meeting.
- 4 INTERNAL AUDIT ACTION PLAN**  
It was agreed that the Chairman's draft response should be sent subject to
- 1) a review of the format for the cashbook
  - 2) a review of the position with regard to signatories on the wages account in the light of the Local Government Act 1972.
- 5 CONTRACTS OF EMPLOYMENT**  
Members noted the Clerk's Contract of Employment and agreed that all other staff should have standard terms of employment. Mr Kiverstein suggested - and it was agreed - that once the Committee had agreed standard terms, each employee should be consulted. He undertook to draft individual contracts of employment in conjunction with the Clerk.
- The draft conditions of employment were agreed subject to the following amendments:
- 1) the normal retirement age should be in accordance with national policy but the Parish Council would consider a special contract for individual staff to work beyond normal retirement age.
  - 2) staff would receive 4 weeks annual holiday and there would be no carryover of holiday entitlement.
  - 3) the paragraph on remuneration would be amended to provide for monthly payment by cheque.
- Copies were circulated of a draft NALC job description for the Clerk. It was agreed that this should be discussed at the Committee's next meeting.
- 6 HEALTH & SAFETY**  
The Assistant Clerk circulated copies of an Initial Report on Health & Safety Issues. It was agreed that contracts of

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employment should include an appropriate reference to Health & Safety and that employees should be informed about available training. The Clerk pointed out that Parish Councils were also required to have a written risk assessment in respect of water and open spaces and the public at large. It was agreed to seek advice from:

- 1) the Health & Safety Executive in respect of employees
- 2) Horsham District Council in respect of open spaces and to check the practices of other Parish Councils.

It was reported that the mobile telephone issued to the Warden had failed and agreed to press the District Council for a replacement.

### 7 REVIEW OF RISK ASSESSMENT

Mr Kiverstein commended the Parish Council's risk register and invited Members to suggest any necessary amendments. It was agreed to amend the likelihood of item 5 – from medium to low – and the severity of item 10 – from high to low.

Mrs Black suggested that items in the risk register should be grouped to facility review. She undertook to list her suggestions for circulation to full Council.

Mr Kiverstein proposed that the Parish Council should adopt the risk register as amended. Mrs Botting seconded and the proposal was agreed unanimously. It was agreed that the register should be reviewed at least once a year.

### 8 GRANTS

Mr Kiverstein said that the Committee needed a procedure for the review of individual grant applications. He suggested that two or three members should consider the applications in depth and report to the next meeting of the full Committee. Mrs Black, Mrs Hompstead and Mr Kiverstein agreed to meet at 15 The Mews, Southside at 2.30 pm on Wednesday 22 October. It was agreed that the group should not be constrained by the amount of each application but should feel able to recommend more or less as appropriate.

Mr Lee drew attention to applications from both the Governors and the Parent Teachers' Association of St Mary's School. The Clerk said that it would be necessary to check with NALC whether a grant to Governors was permissible.

In view of the lateness of the hour, Mr Kiverstein proposed that a further Committee meeting should be held on 23 October and that all but urgent items on the current Agenda should be deferred to that date. Mrs Hompstead seconded and the proposal was agreed unanimously.

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<b>9</b>	<b>PAYMENTS</b>		<b>£</b>	<b>ACTION</b>
	London Energy	Gas	30.56	
	Stocker & Sons	Boiler Service	144.29	
	MSF	Fire Extinguishers	373.86	
	Southern Water	Pavilion	866.50	
	HDC	Village Sweeping	685.42	
	HDC	Refuse Collection	342.17	
	<b>August Wages and Salaries</b>			
	H M Barrett	Assistant Clerk	563.30	
	J C Jupp	MSF	141.26	
	M J Leadbeatter	Groundsman	307.70	
	G Martin	Caretaker	237.52	
	B Tee	Village Warden	542.15	
	Inland Revenue	Tax and NI	<u>507.18</u>	
	<b>Total</b>		<b>2,299.11</b>	

**10 URGENT MATTERS RAISED BY COUNCILLORS**

The Chairman asked Mr Kidman to leave to enable the Committee to discuss a matter concerning individual staff remuneration.

**1) Pensions**

Mr Kiverstein informed the Committee that he was addressing the issue of the Clerk's pension entitlement. She was entitled to a pension and there was a potential five year backlog issue.

The meeting closed at 10.45 pm.

..... Chairman

..... Date