

PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 23 October 2003 at 7.30 pm.

Present: Mr I Kiverstein (Chairman) Mrs J Botting
Mr M Foster Mr N Ryan

1 APOLOGIES FOR ABSENCE

Mrs H Black Mrs N Hompstead

2 DECLARATIONS OF INTEREST

There were no declarations.

3 MINUTES

ACTION

The minutes of the meeting held on 25 September 2003 were agreed and signed as a correct record.

Matters Arising

(i) Insurance

Members noted that it had been decided to continue with both insurances but to note the respective interests of the two parties on both policies.

It was agreed to obtain a quotation for an extension of the main policy to cover Officials Indemnity.

Clerk

(ii) Parish Council Investments

It was agreed that a review of the Parish Council's investments was important but not urgent and should be carried forward to the New Year.

IK

(iii) Members' Allowances (Direct Telephone Billing)

Mr Kiverstein proposed that the Parish Council should accept a quotation from Primus of 1.99p per call per minute for direct billing to the Parish Council for home made business calls by the Chairman and Vice Chairman of Council, by the Chairman and Vice Chairman of the three Committees and by the Clerk and the Assistant Clerk. Mrs Botting seconded and the proposal was agreed unanimously. It was agreed to pay the account by invoice rather than direct debit. Mr Kiverstein and Mrs Botting signed an agreement for one year with Primus.

Asst Clerk

(iv) Holme Manor Garden

It was reported that the property had been sold.

(v) Internal Audit Action Plan

Members noted response to the Internal Auditor's report. Mr Kiverstein reported that he and the Clerk would meet the Internal Auditor on 30 October for a mid year assessment of the current year's accounts.

IK/Clerk

(vi) Draft NALC Job Description

It was agreed that the Clerk should review the job description to consider whether it reflected her job responsibilities as she understands them and report back to the Committee.

Clerk

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(vii) Health & Safety

It was reported that the Clerk had asked other Parish Councils for copies of their policies and risk assessments for open spaces. It was agreed that the Recreation & Open Spaces Committee should be asked to consider this matter.

ACTION

R&OS

(viii) Pensions

Mr Kiverstein said that he had spoken to the County Council. Members agreed that Mr Kiverstein should write officially on behalf of the Parish Council requesting information as to what the implications and procedures would be to enable parish council employees to join the Local Government Pension Scheme. The issue would then need to be considered by full Council. If the Council approved the "in principle" question of Pension Scheme membership for employees it would then be open to the Parish Council to nominate individual staff to join the scheme.

4 GRANTS

Copies were circulated of a paper with recommendations on the grant applications which Mrs Black had kindly prepared following discussions with Mr Kiverstein and Mrs Hompstead. Members noted that the available budget was £6,400 and agreed the following action prior to final decisions about grants for 2003/04.

MF/IK

Arun Cardiac Emergency

Mr Foster and Mr Kiverstein undertook to seek a meeting with Dr King to discuss needs and better understand this application and the justification for a grant.

Bowling Club

Members noted that this was a notional grant since the sum of £600 was deducted from the rent charged. Mr Kiverstein questioned whether it should be listed as a grant.

BTCV

It was recommended that a grant of £320 should be awarded to cover the cost of training a pond warden.

Community Care

It was agreed that the grant should be increased from £400 to £1,000 subject to the availability of funds.

Community Minibus

It was agreed to award a grant of £250.

Community Transport

It was agreed to award a grant of £400 for 2003/04 and to consider an additional £200 if funds permitted.

Clerk

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ACTION

Cricket Club

Members noted that the Cricket Club was normally paid a grant equivalent to annual rent but that the rent had not been paid this year. It was agreed to ask the Cricket Club for a copy of its accounts in order to review the position.

Crime Prevention Panel

It was agreed to award a grant of £50 provided the Panel planned activities relevant to Pulborough during the next year.

Mary How Trust

It was agreed to make a donation of £200 despite the fact that the Trust had omitted to submit an application in view of the excellent service provided to Pulborough.

Neighbourhood Watch

It was agreed to make a donation of £25 subject to a report on activities in Pulborough.

Outreach

It was agreed not to award a grant because Airs had omitted to submit an application.

Outset and Lodge Hill

Some Members felt that £500 was excessive. It was agreed to defer a decision until the next meeting.

Pulborough Medical Group

It was agreed to defer consideration of a grant pending firm proposals when in respect of the proposed Medical Centre.

Royal British Legion

It was agreed to make a donation of £50.

St Mary's Parochial Church Council

It was felt that the churchyard was one of the visitor attractions of Pulborough and provisionally agreed to award a grant of £1,500 as requested subject to the overall approved total being within the Council's means.

JB

St Mary's Parent Teacher Association

Members questioned whether the Association needed a grant from the Parish Council towards the cost of an outdoor arena in view of the Association's current surplus of £6,915. Mrs Botting undertook to consult Mr Lee.

St Mary's Primary School

It was reported that the Clerk had consulted the Head of Legal Services at Horsham District Council about the use of Section 137 to fund equipment for schools. The Head of Legal Services had advised that Section 137 could be used to effect an activity for which another type of authority had responsibility and that

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there was nothing to prevent the Parish Council contributing to the equipment of a mobile classroom.

ACTION

It was agreed to award a grant of £1,000 but to suggest that this should be designated for the purchase of a computer.

Victim Support

It was agreed not to award a grant in the absence of an application.

Volunteer Visiting

It was agreed to award a grant of £100.

WRVS

It was provisionally agreed to award a grant of £250 because of the state of the Service's accounts.

WSAB (4 Sight)

It was provisionally agreed to award a grant of £250 because of the Association's excellent work in Pulborough.

Youth Club

Members noted that the Parish Council had already agreed in principle to award a grant of £1,000 towards the cost of repairs to the roof from the funds set aside for Pulborough Carnival. Members did not think it appropriate to increase the Parish Council's contribution to the roof. It was agreed to consult Mrs Barnett about the need for an additional grant.

Clerk

5 BUDGET AND BUSINESS PLAN

Members noted the report on mid year expenditure against budget for 2003/04.

It was agreed that it would be helpful for the draft budget for 2004/05 to distinguish between commitments and voluntary expenditure. The Committee should then decide a reasonable increase for the Precept and decide which of the voluntary activities could be afforded. Mr Kiverstein undertook to review the budget with the Clerk and to submit a revised draft to the Committee's next meeting.

IK/Clerk

It was agreed to ask the Recreation & Open Spaces Committee to consider a long term plan for replacement of the sports pavilion.

R&OS

6 MEMBERS' ALLOWANCES

Members noted the report of the Parish Remuneration Panel. Mr Kiverstein proposed that the Committee should recommend to full Council:

- 1) That Parish Councillors should not be paid a basic allowance

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- 2) That the Parish Council's Chairman should not be paid an allowance **ACTION**
- 3) With effect from 1 January 2004, to pay a travelling and subsistence allowance in respect of agreed parish duties - such allowance to be in accordance with the Local Government Staff Scheme of Travel and Subsistence Allowances adopted by Horsham District Council **but** the level of travel allowance not to exceed the level at which payments would be liable for income tax (currently 40p per mile)

Mrs Botting seconded and the proposal was agreed unanimously. **Clerk**

7 COMMUNICATIONS

Mr Foster reported that the subgroup had held a further meeting. He said that a revised test website could be accessed on the Internet and that various Members were drafting additional contributions. The website should be available by the next meeting. The Group were planning to produce a Newsletter for May 2004.

It was also reported that the electronic information sign should be in place by Christmas.

8 PROPOSED DATES OF MEETINGS 2004

The proposed dates were agreed.

9 PAYMENTS

		£
HDC	Village Sweeping	342.71
Banham Alarms	Alarm Maintenance	326.66
Royal British Legion	Poppy Appeal	50.00
South Downs		
Conservation Board	Conference Fee	10.00

September Wages and Salaries

H M Barrett	Assistant Clerk	600.00
J C Jupp	MSF	176.41
M J Leadbeatter	Groundsman	307.70
G Martin	Caretaker	286.12
B Tee	Village Warden	448.38
Inland Revenue	Tax and NI	<u>490.72</u>
Total		2,309.33

10 CORRESPONDENCE

1) Quotation for New Slide

Members were reminded that full Council had received a quotation of £2,960 from Ash Reid Design Limited for a new slide in the main playground. The quotation included the cost of any necessary patching of the safety surface.

At the request of full Council, two alternative quotations had been obtained as follows:

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- Wicksteed Leisure had quoted £2,773.05 for the same slide plus any necessary patching of the safety surface

ACTION

- Sutcliffe Play had quoted £2,142.48 for a similar slide plus fitting and any necessary patching of the safety surface

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In view of the small price differential and the urgency, Mr Kiverstein proposed that the Parish Council should commission Ash Reid Design, the Parish Council's regular playground contractors, to replace the slide. Mr Foster seconded and the proposal was agreed unanimously.

Clerk

2) Quality Conference

Details were circulated of a Conference on Quality Town and Parish Councils organised by the Society of Local Council Clerks on 8 December. It was agreed that the Clerk should attend.

Clerk

11 URGENT MATTERS RAISED BY COUNCILLORS

1) Pulborough Sports & Social Club

Mr Ryan said that he had made enquiries about the issue of payments to the Treasurer. He suggested that, since the Treasurer was an elected officer, any payments should be treated as an Honorarium rather than a salary in order to avoid employment protection issues.

The meeting closed at 10.40 pm.

..... Chairman

..... Date