

PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 20 November 2003 at 7.30 pm.

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

In attendance: Mrs C Barnett

1 APOLOGIES FOR ABSENCE

Mrs L Speer Mr P Lee
Mr N Ryan

2 DECLARATIONS OF INTEREST

There were no declarations.

3 MINUTES

The minutes of the meeting held on 23 October 2003 were agreed and signed as a correct record.

Matters Arising

(i) Insurance

Mr Kiverstein proposed that the Parish Council should add Officials Indemnity cover to the current policy at a cost of £46.20 per annum. Members noted that this also included cover for libel and slander. Mrs Botting seconded and the proposal was agreed unanimously.

(ii) Direct Telephone Billing

It was reported that the agreement with Primus for direct billing to the Parish Council for home made business calls should be available from Monday 24 November.

(iii) Midyear Expenditure against Budget 2003/04

Members considered reported expenditure to date and estimated expenditure for the year and noted that the projected deficit was currently expected to be somewhat less than the budgeted deficit. The Clerk confirmed that there were sufficient funds to meet commitments for the year because expenditure to date included a major capital project and a number of payments such as insurance which would not recur in the second half of the year.

(iv) Pensions

Mr Kiverstein said that he had received more information from the County Council about the Local Government Pension Scheme. He undertook to calculate the cost implications of backdating the Clerk's pension for discussion at the Committee's next meeting but suggested that the Committee should make a recommendation to Full Council on the principle of joining the Scheme. Mrs Botting proposed that the Committee should recommend to Full Council that the Parish Council should join the Local Government Pension Scheme so that the Council

ACTION

Clerk

IK

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had the ability to nominate individual staff to join the Scheme. Mrs Hompstead seconded and the proposal was agreed unanimously. **ACTION Clerk**

(v) Members' Allowances

Mr Kiverstein proposed that the scheme of Members' Allowances recommended to Full Council should be clarified to the effect that travelling and subsistence allowances should only be paid for agreed duties outside the parish. Mr Foster seconded and the proposal was agreed unanimously. **Clerk**

(vi) Outstanding Matters

Members noted that the following matters still required attention:

- Employment Contracts
- The Clerk's job description
- Parish Council investments
- Health & Safety

IK/Clerk

(viii) Sports Pavilion

Mr Kiverstein asked Mrs Botting about this Committee's involvement in decisions about repairs and improvements to the sports pavilion. Mrs Botting said that the Recreation & Open Spaces Committee was seeking quotations for improvements and would advise the Finance & Policy Committee of the financial implications as soon as possible. **R&OS**

4 GRANTS

Mr Kiverstein said that he had met Dr King to discuss his grant application on behalf of Arun Cardiac Emergency. This was a registered charity which had originally provided defibrillators and mobile phones for ambulances and more recently computerised ECG machines for the surgery. A grant was not vital this year because the charity had received a bequest but assistance would be needed in future years, particularly for the new medical centre. Mr Kiverstein therefore proposed – and it was agreed - that no grant be awarded this year.

The following grants and donations were agreed for 2003/04:

		£
Arun Cardiac Emergency		no grant
BTCV	S137 payment	160
Community Care	S137 payment	500
Community Minibus	Grant	250
Community Transport	Grant	400
Cricket Club	Grant	500
Crime Prevention Panel		no grant
Mary How Trust	S137 payment	200
Neighbourhood Watch	Grant	25
Outreach		no grant
Outset	S137 payment	100
		continued/

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		£		ACTION
St Mary's PCC	Grant	1,500		
St Mary's PTA		no grant		
St Mary's Primary School	S137 payment	1,000		
Volunteer Visiting Scheme	S137 payment	100		
WRVS	S137 payment	250		
WSAB (4 Sight)	S137 payment	150		
Youth Club	Grant	1,500		

It was agreed that the grants and donations should be sent with a covering letter to the effect that grants and donations were a discretionary item within a limited budget and recipients could not expect to receive a similar grant next year.

Clerk

For the Crime Prevention Panel, it was agreed that the requested grant of £50 should only be paid on receipt of evidence of activities in Pulborough. This had not so far been received. It was agreed to ask the Planning & Services Committee to review the coverage of Neighbourhood Watch.

**Clerk
P&S**

Copies were circulated of requests for assistance from Horsham District Mediation Service and Busy Tots. It was agreed to invite the Mediation Service to apply for a grant in 2004. Mr Foster offered to donate a bottle of whisky for the Busy Tots raffle, which was gratefully accepted.

**Clerk
MF**

5 **PRECEPT 2004/05**

Copies were circulated of a note from Mr Ryan.

Members considered the draft paper on forecast expenditure 2003/04 and the suggested budget for 2004/05. The suggested budget of £14,469 for non discretionary items was agreed as proposed. The following amendments were agreed to the draft discretionary items:

	Budget £
- allotments ditch to be reviewed in two years	nil
- forecast grants and donations to be reduced to	6,685
- the Contingency Fund to be reduced to	3,000
- the draft budget for grants to be reduced to	4,000
- MSF floodlights to be funded from MSF Reserve	nil
- the budget for rebuilding the pavilion to be set at	2,500
- the rugby shed to be deferred	nil
- the budget for seats to be reduced to	500
(Mrs Barnett said that the Millennium Society would fund a seat at Rivermead bus shelter)	
- the budget for the Swan Bridge Project to be set at	2,000

Mr Kiverstein said that he was conscious that there were some items for which it had not been possible to budget. The Committee would need to plan to fund additional items when the facts were available.

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Mr Kiverstein proposed that the Committee should recommend to Full Council that the Precept should be set at £110,000. On the basis of household information provided by Horsham District Council, this would represent an increase of £5.47 from £44.75 to £50.22 or 12.22% per Band D household. Mrs Black seconded and the proposal was agreed unanimously.

ACTION

Clerk

6	PAYMENTS	£
	HDC Village Sweeping	342.71
	Saunders Meter Pipework	158.63
	Burgess&Randall Leaf Grab	21.95
	Coole & Haddock Legal Fees	205.63
	Daisy Chain Funeral Spray	30.00
	J Randall Bowling Green	881.25
	Ash Reid Design Play Equipment Repairs	653.30
	Social Centre Room Hire	235.60
	Wightman&Parrish Black Sacks	46.41
	Kew Electrical Christmas Lamps	203.63
	BT Telephone	153.50
	BT Alarm	48.66
	Community Care S137 Payment	500.00
	Community Trans Grant	400.00
	Community Minibus Grant	250.00
	Mary How Trust S137 Payment	200.00
	St Mary's School S137Payment	1,000.00
	WRVS S137 Payment	250.00
	WSAB (4 Sight) S137 Payment	150.00
	Youth Club Grant	1,500.00
	BTCV S137 Payment	160.00
	Cricket Club Grant	110.00
	Outset S137 Payment	100.00
	VVS S137 Payment	100.00
	St Mary's PCC Grant	1,500.00
	Direct Debit Payments	
	HDC Council Tax	342.00
	SEEBOARD Street Lighting Maintenance	102.01
	October Wages and Salaries	
	H M Barrett Assistant Clerk	647.68
	J C Jupp MSF	141.26
	M J Leadbeatter Groundsman	307.70
	G Martin Caretaker	237.52
	B Tee Village Warden	571.12
	Inland Revenue Adjustment 2002/03	-98.55
	Inland Revenue Tax and NI	<u>488.27</u>
	Total	2,393.55

7 CORRESPONDENCE

1) Dr Tilbrook's Resignation

Mrs Botting said that she had received a letter from Dr Tilbrook who offered his immediate resignation due to

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additional responsibilities in his new job. It was agreed to advertise the vacancy on the Parish Council's notice boards. It was also agreed that applicants should be interviewed by a subgroup before being invited to present themselves to Full Council and that references would be required.

**ACTION
Clerk**

2) Communications Strategy

Copies were circulated of the Parish Council's Communications Strategy. It was agreed to ask the Communications Group to review the Strategy.

**Comms
Group**

3) Charity Pantomime

Copies were circulated of an invitation from Horsham District Council to attend the Charity Pantomime on 13 December.

4) Parish Council Christmas Dinner

Members were reminded that bookings and deposits for the proposed dinner on 18 December had been requested by 30 November.

Members

8 URGENT MATTERS RAISED BY COUNCILLORS

There were no matters raised.

The meeting closed at 10.50 pm.

..... Chairman

..... Date