

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 26 February 2004 at 7.30 pm.

**Present:** Mr I Kiverstein (Chairman) Mrs H Black  
Mr M Foster Mrs N Hompstead  
Mr B Vincent

### 1 APOLOGIES FOR ABSENCE

Mrs J Botting Mr N Ryan  
Mr P Lee

### 2 DECLARATIONS OF INTEREST

Mr Vincent declared an interest in Pulborough Sports & Social Club of which he was the Treasurer

### 3 MINUTES

### ACTION

The minutes of the meeting held on 15 January 2004 were agreed and signed as a correct record.

#### Matters Arising

#### (i) Pension Arrangements for the Clerk

Mr Kiverstein has written to the handler of WSCC pensions at County Hall to advise him of the agreement reached concerning the Parish clerk and to determine what the Council's next move should be. The matter needs to be concluded by the end of the financial year.

IK

#### (ii) Health And Safety Obligation for Parish Clerk

In the context of the Parish Clerk working at home Mrs Hompstead reported the need to ensure, particularly in relation to computer equipment, that the Council was meeting its health and safety obligations. It was confirmed that all in house electrical equipment underwent an annual check on behalf of the Village Hall Trust. Guidelines on the computer equipment were to be provided by the assistant clerk from computer course notes. Health and Safety advice in this regard should also be sought from Zurich Insurance. Thereafter this situation will need further consideration.

Clerk

#### (iii) Job Description for the Clerk

Mrs Hompstead had some additional notes, gleaned from her recent meeting, to add to this;

- 1 Liaison with Local Authorities
- 2 All letters, on behalf of the Council, go via the Clerk
- 3 The Clerk deals with press and press releases
- 4 In respect of new tenders, the Clerk to check that the supplier has a Risk Assessment process in place.

Mr Kiverstein undertook to discuss the addition of these points with the Clerk as part of his discussions concerning the Clerk's employment contract and report back to the next meeting.

IK & Clerk

## PULBOROUGH PARISH COUNCIL

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|----------|---|-------------------------|
|          |   | <b>ACTION<br/>Clerk</b> |
|          | <p><b>(iv) Job Description for Mrs Gloria Martin</b></p> <p>1 Amend item 9, remove 'by'</p> <p>2 See conditions re: retirement age, which must fall within Government regulations</p> <p>Mr Kiverstein and the Clerk to review the position once current legislation had been clarified.</p>  |                         |
|          | <p><b>(iv) Job Description for Mr Brian Tee</b></p> <p>Attach schedule to conditions</p> <p>Amend item 6, remove 'adjacent to highway'.</p> <p>Amend item 7, after 'reflective jacket' insert 'at all times' and remove 'on the highway'.</p> <p>The Clerk has to discuss all contracts with the employees seeking their agreement to the proposed terms and report back.</p>   | <b>Clerk</b>            |
| <b>4</b> | <p><b>RESERVES</b></p> <p>It was noted that specific funds should be earmarked before year end to specific Accounts. However insufficient information was available as to the amounts involved. In view of the urgency authority was given to the Chairman to liaise with the Clerk, to distribute funds to reserves as appropriate and then to report back. This proposal was made by Mrs Black and seconded by Mr Vincent.</p>  | <b>ALL</b>              |
| <b>5</b> | <p><b>FINANCIAL REGULATIONS</b></p> <p>The regulations were considered and the following additions recommended;</p> <p>(i) 5.4 add, 'cheque number shall be written on invoice'</p> <p>(ii) 10.4, a clause to be inserted confirming that the tenderer shall be required to confirm that it complies with all Health and Safety and Risk Assessment requirements.</p> <p>Mr Kiverstein proposed the adoption of the Financial Regulations including the above clauses and Mrs Hompstead seconded.</p> | <b>ALL</b>              |
| <b>6</b> | <p><b>PAY INCREASES</b></p> <p>The Clerk was asked to leave during general discussion on this subject.</p> <p>It was unanimously decided that, as the budget provided for a 3½% increase which was itself above inflation that this would be the increase applicable at year end.</p>   | <b>IK JB Clerk</b>      |
| <b>7</b> | <p><b>HEALTH AND SAFETY ASSESSMENT FOR FINANCE AND POLICY</b></p> <p>In view of the volume of material to be reviewed it was not practical to have a detailed discussion during the meeting. Hence it was agreed that before the next meeting, on April 22, each person would have reviewed the document and made suggestions of any changes if deemed necessary.</p>   |                         |

## PULBOROUGH PARISH COUNCIL

- 8 ANNUAL PARISH MEETING** **ACTION**
- It was decided that the Agenda should be as previous years, in respect of items 1 - 5. It was suggested that we try and arrange for WSCC to provide a speaker on their roads/traffic policy for the Parish; Mr Kiverstein would ask Mrs Botting to contact the WSCC and also with Brian Donnelly and Roger Paterson to see if they would speak on the subject of Spiro Gills. If no traffic personnel were available, then Tony Pearson, regarding housing policy should be approached. It was also suggested that Les Ampstead might like to speak about the Health Check with a view to obtaining more support/helpers
- When all speakers are confirmed, then a press release should be issued. **Clerk**
- 9 COMMUNICATIONS** **Council**
- Contributions for the quarterly Newsletter would be needed soon and some or all of these could be put on to the website.
- (i) a contribution from Mrs Botting, as Chairman of Planning, on the Housing Needs Survey.
  - (ii) use photographs and associated text from the election brochure
  - (iii) the Annual Parish Meeting, asking the populace to attend
  - (iv) benefits of broad band ( Jim Noble or Nick Bransden)
  - (v) a short article on the finances for next year
  - (vi) the Pulborough Partnership (Les Ampstead)
  - (vii) the Pulborough Trade Association ( S Suter)
- 10 PAYMENTS**
- There were none.
- 11 CORRESPONDENCE**
- There was no correspondence.
- 12 URGENT MATTERS RAISED BY COUNCILLORS**
- 1) Sports and Social Club**
- It was noted that current rebuilding plans only serve to enlarge the bar, kitchen, WCs and some offices. Some new plans would be needed providing additional benefit to Pulborough Residents. Mr Vincent reintroduced the extensive redevelopment plans that originated about three years ago. Mr Kiverstein was concerned that assets needed to be conserved and suggested that if the Sports Club Members were to be the beneficiaries, the Parish Council needs to say that the club would need to contribute to the cost itself potentially by way of increased rent. If a bigger, more inclusive scheme was to be sought, then a greater range of grants should also be sourced. The Parish Council would investigate Section 106 grants, whilst the SSC would investigate other grants and conditions. Mr Kiverstein also undertook to investigate the

**PULBOROUGH PARISH COUNCIL**

availability of loan finance. Given this work, then an optimum plan can be drawn up.  
This must be a subject on the next Agenda.  
An interim meeting should be held before the 25 March.

**ACTION**

**2) Christmas Dinner**

Mrs Black would like the Parish Council to consider an invitation to Christmas Dinner on 16 December with the Trustees.

The meeting closed at 10.30 pm

.....Chairman

..... Date