

PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at Pulborough Social Centre on Thursday 22 April 2004 at 7.30 pm.

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

1 APOLOGIES FOR ABSENCE

Mrs N Hompstead Mr B Vincent

2 DECLARATIONS OF INTEREST

There were no declarations.

3 MINUTES

ACTION

The minutes of the meeting held on 26 February 2004 were amended as follows:

- Item 3: the minutes of the meeting held on 15 January 2004 were agreed and signed as a correct record.
- Item 12 2): Mrs Black would like the Parish Council to consider an invitation to Christmas Dinner on 16 December with the Trustees.

The minutes were then agreed and signed as a correct record.

Matters Arising

(i) Pension Arrangements for the Clerk

Mr Kiverstein undertook to speak to the handler of WSCC pensions at County Hall to clarify the arrangements for a loan to the Clerk for her contributions for two earlier years. If a loan was to be granted this should be at a commercial rate, say 6%, with repayments being say over two years. He asked the Clerk to consider this option. It was agreed unanimously that once Mr Kiverstein had spoken to the contact at County Hall and again to the Clerk he would discuss the matter further with the Chairman of the Parish Council and the Vice Chairman of the Finance & Policy Committee. The Committee agreed that they were authorised to determine how this question should finally be resolved.

IK

Clerk

HB/JB/IK

(ii) Reserves

Mr Kiverstein said that he had met the Clerk and agreed an appropriate distribution of funds to reserves. It was agreed to circulate a note of the amounts transferred to reserves with the minutes of the meeting.

Clerk

(iii) Financial Regulations

In response to a question from the Clerk, Members confirmed that paragraph 10.4 was the appropriate location for the agreed clause on risk assessment requirements.

Clerk

The Clerk said that the Parish Council's purchase order system had lapsed because it had not been practical to implement. Members agreed that it was desirable to have

Clerk

PULBOROUGH PARISH COUNCIL

ACTION

a purchase order system for large items and asked the Clerk to consult Horsham District Council about their system.

(iv) Communications

The Clerk reported on a number of communications matters in the absence of any reports from the Communications Group.

Newsletter

There had been a number of developments since the Committee had agreed in principle that a 6 page Newsletter should be published in late March.

- The printers had initially delayed publication until early April and the copy had been drafted for 31 March.
- The Planning & Services Committee had agreed to the printers' suggestion that an 8 page Newsletter would be preferable and further copy had been provided on 8 April for publication mid April.
- The printers had reported difficulties in securing the necessary advertising and had now promised to publish the Newsletter in time to publicise the Annual Parish Meeting on 6 May.

Mrs Black said that the advertising charges were expensive. Mr Kiverstein said that the delays were unfortunate but there was little that the Parish Council could do since there were no costs involved.

Website

It was reported that the website now contained the minutes of all meetings during the previous year.

Email

It was reported that the Parish Council was now using clerk@pulboroughparishcouncil.gov.uk.

It was agreed to ask Mrs Grey to arrange regular meetings of the Communications Group so that the various tasks under their responsibility, such as the further development of the website, could be progressed.

HG

(v) Rent Increases

It was reported that the Football and Rugby Clubs had been notified that the agreed increases would be implemented with effect from the 2004 season. The Rugby Club had complained that the increases for themselves and the Mini Rugby Club were excessive.

The Cricket and Stoolball Clubs and the allotments tenants had been notified that the agreed increases would be implemented in 2005 because the respective licences and agreements required a period of notice to be given. As

PULBOROUGH PARISH COUNCIL

agreed, the MSF Administrator had been consulted about the proposed increases to charges. **ACTION**

It was agreed to enclose a copy of one of the sports clubs' licences with the minutes of the meeting. **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
- Business Plan

JD/IK

4 HEALTH & SAFETY ASSESSMENT FOR FINANCE & POLICY

Mrs Black undertook to review the draft risk assessment schedule for Finance & Policy in time for the Committee's next meeting. **HB**

5 STAFF MATTERS

(i) Employment Contracts

Mr Kiverstein wondered whether, having agreed the Parish Council's contract for manual staff, it might be appropriate to consider separate terms of employment for office staff. Mr Ryan said that it was normal to have different terms and conditions of employment for office and manual staff. Mrs Botting proposed that the contracts for the Clerk and the Assistant Clerk should be based on the NALC contract. The terms for the Assistant Clerk might need to be amended. Mr Ryan seconded and the proposal was agreed unanimously. **IK/Clerk**

(ii) Groundsman's Annual Pay

It was reported that the Groundsman's annual pay was based on 804.5 hours per annum including holidays. The installation of additional bollards around the main recreation ground had resulted in extra strimming work and the Groundsman had actually worked 832 hours including holidays. The cost of the extra hours during 2003/04 was 27.5 hours x £5.91 = £162.45.

Mrs Black proposed that the Groundsman should be paid £162.45 in lieu of extra hours worked during 2003/04 and that the standard hours should be increased to 832 for 2004/05. This would mean that the Groundsman's annual pay for 2004/05 would be £5,086.80 instead of the previously agreed £4,918.68 – an increase of £168.12. Mr Foster seconded and the proposal was agreed unanimously. It was agreed to write a letter of thanks to the Groundsman and to express the Parish Council's appreciation for his work. **Clerk**

PULBOROUGH PARISH COUNCIL

(iii) Recruitment of Assistant Clerk

ACTION

The Clerk was asked to leave the meeting while the Committee discussed interim arrangements pending the appointment of a new Assistant Clerk. On her return, Mrs Botting reported that the Committee had decided to appoint Mr Anthony Pettendrup as Assistant Clerk on a temporary two month contract at £7.00 per hour.

Clerk

The Clerk said that she had already booked a holiday from 11 to 18 June inclusive. Mrs Black said that she would aim to provide some office cover.

HB

It was agreed that the Assistant Clerk's post should be advertised as soon as possible in the West Sussex Gazette and the County Times. Mrs Black and Mr Kiverstein were delegated authority to agree a job description and advertisement to be drafted by the Clerk. Mrs Botting proposed that the job description should be based on 15 to 25 hours per week of which three hours per day – 9.00 am to 12 noon – would be based in the Parish Council office. Mr Foster seconded and the proposal was agreed unanimously.

**Clerk/
HB/IK**

6 SPORTS PAVILION

Mrs Botting said that the external painting of the pavilion was going well and that the Cricket Club was pleased with the work.

Members noted a short paper on loans from the Public Works Loans Board as the main option for funding the necessary building works to the pavilion. The maximum possible loan was £500,000 but £400,000 would be a more realistic target taking account of the need to repay the current loan for the Village Hall.

Mr Kiverstein suggested that the project should be self funding and should not involve an additional charge on the Precept. The estimated additional cost of a £400,000 loan would be approximately £20,000 per annum. He undertook to speak to Mr Vincent about the funding position.

IK

7 ANNUAL ACCOUNTS 2003/04

Members noted the Internal Audit Interim Report 2003/04 and expressed surprise that the Action Plan included items on which action had already been taken. Mr Kiverstein said that he would discuss the report with the Internal Auditor in June.

IK

The Committee received the following documents, which had been circulated with the Agenda:

- Cash Book Summary
- Bank Reconciliation
- Notes to the Accounts
- Draft Debtors & Creditors
- Draft Income & Expenditure Account

PULBOROUGH PARISH COUNCIL

Copies of the Audit Contents index were circulated at the meeting. **ACTION**

Mr Kiverstein said that the Parish Council's pension contributions for 2001/02 and 2002/03 should be added to Creditors. Members suggested some drafting amendments to the documents and agreed that Mr Kiverstein should approve the final version of the Provisional Income & Expenditure Account for the Annual Parish Meeting. **Clerk/IK**

The following timetable was agreed for the preparation of the Annual Accounts: **Clerk**

- draft accounts to be circulated to all Councillors on 3 June
- internal audit 8 June
- draft accounts to be considered by Finance & Policy Committee on 10 June
- final accounts to be approved by Full Council on 24 June

8 ANNUAL PARISH MEETING

Members agreed the draft Agenda and poster for the Annual Parish Meeting. Minor changes were suggested to the Chairman's Report and it was agreed that Mr Kiverstein should approve the final Responsible Financial Officer's Report. **Clerk/IK**

9 INSURANCE

Members noted that the Allianz Cornhill insurance premium had increased by 26%. It was agreed to check the cost of similar insurance with Zurich. In the absence of more competitive terms, Mr Kiverstein proposed that the Parish Council should accept the proposal from Allianz Cornhill for 2004/05 at a cost of £2,685.21. Mrs Botting seconded and the proposal was agreed unanimously. **Clerk**

10 PAYMENTS

		£
HDC	Council Tax	373.92
SEEBBOARD Energy	Streetlighting Supply	946.48
H M Barrett	Expenses	18.04
SEEBBOARD Contracting	Streetlighting Maintenance	102.01
Southern Water	Allotment Water Supply	13.02
Burgess&Randall	Maintenance Supplies	42.73
SALC	Annual Subscription	649.92
SALC	LCR Subscriptions	184.00
Lee Whitlock	Dismantle Ramp	320.00
Sussex Tractors	Collect Ramp	411.25
A L & Higham	Legal Charges	470.00
NRG	Photocopier	300.16
HDC	Election	2,723.95
Hamilton Cole	Work On Clock	74.12
ASHTAV	Annual Subscription	25.00
Viking	Stationery	152.68
HDC	Village Sweeping	342.71
E C Rose	Pavilion Painting	2,500.00
Christ's Hospital	Donation for Ramp	500.00

PULBOROUGH PARISH COUNCIL

March Wages & Salaries		£	ACTION
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	

11 CORRESPONDENCE

1) Developments in the Ethical Framework

Members noted a letter from the Monitoring Officer about important developments in the Ethical Framework.

2) Sussex Police

Members were reminded of the invitation to meet local officers at Pulborough Police Office at 10.00 am on Saturday 8 May.

Members

12 URGENT MATTERS RAISED BY COUNCILLORS

1) Broadband

Mrs Black outlined proposals to install a satellite dish on the Village Hall to provide Broadband for the Arun Valley. She said that the proposal would be considered by the Trustees but that there was a question for the Parish Council. She wondered whether the Parish Council would be prepared to fund the electricity charges for the satellite at an approximate cost of £12 per month in return for free access to Broadband.

Mr Ryan proposed that the Parish Council should fund the electricity charges for the satellite dish in return for free access to Broadband. Mr Kiverstein seconded and the proposal was agreed unanimously.

2) Resignation of Councillor

Mrs Botting said that unfortunately Mrs Speer had resigned from the Parish Council. It had not been possible to persuade Mrs Speer to take Sabbatical leave to sort out her current difficulties. Mrs Botting therefore proposed that a vacancy should be advertised for a Councillor. Mrs Black seconded and the proposal was agreed unanimously.

Clerk

3) Bowls Match

Mrs Botting reminded Members that the annual Bowls match would be on 14 May.

Members

The meeting closed at 10.30 pm

.....Chairman

..... Date