

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at the Village Hall (Pulborough Social Centre) on Thursday 23 September 2004 at 7.30 pm.

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

Mrs Black chaired the meeting until 7.45 pm when Mr Kiverstein arrived.

### 1 APOLOGIES FOR ABSENCE

Mrs C Barnett

### 2 DECLARATIONS OF INTEREST

Mrs Black, Mr Foster, Mr Kiverstein and Mr Ryan declared an interest in item 4 as Chairman and Trustees of Pulborough Social Centre.

### 3 MINUTES

The minutes of the meeting held on 10 June 2004 were agreed and signed as a correct record.

### ACTION

#### Matters Arising

#### (i) Communications

Members complimented the Clerk on the second edition of the Newsletter and were pleased to hear that it had led to the recruitment of helpers for WRVS. The Committee expressed concern that the Communications Group had not met during the year and had not therefore reviewed either the Newsletter or the content of the website.

Mrs Botting suggested that the next edition of the Newsletter should include a section on items of general interest under the heading 'Did you know that?' This might include a reminder that the cost of the Newsletter was covered by advertising and information on the Parish Council's streetlights and seats. It was also suggested that Pulborough Rugby Football Club and Pulborough Social Centre might be invited to contribute short articles.

Clerk

Clerk

#### (ii) Employment Contracts

Members noted that all staff had now signed new contracts in the revised formats.

#### (iii) Sports Pavilion

Mrs Hompstead asked Mr Vincent if he would give a presentation to the management committee of Pulborough Community Partnership on 1 November. Mr Kiverstein asked about the current status of the fund raising efforts. Mr Vincent explained of promoting the development of some housing on the Cousins Way recreation field in order to secure funding for a new pavilion and the acquisition of an alternative playing field. This had been reported to Full Council on 22 July and agreed for inclusion in the Parish Council's response to the Local Development Framework.

BV

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- (iv) **Outstanding Matters** **ACTION**
- Members noted that action was still outstanding on a Purchase Order system and the Parish Council's investments and Business Plan. Outstanding action on Health & Safety was in hand. Mr Kiverstein undertook to draft a standard paragraph emphasising that contractors' were responsible for their own health & safety for inclusion in letters of contract. **IK/Clerk**
- IK
- Whilst discussing the Business Plan, Mrs Hompstead commented that Pulborough Community Partnership had no resources to organise events or fund petty expenses. It was agreed that Mrs Hompstead should complete a grant application form on behalf of the Partnership. **NH**
- (v) **Health & Safety Assessment for Finance & Policy**
- Mrs Black questioned the reference in the draft to police liaison. It was reported that Sussex Police hoped to send a representative to the next meeting of Full Council. It was agreed to acquire a mobile phone for the Groundsman if he did not have his own phone. **Clerk**
- It was agreed that the Clerk would complete the assessment in time for review at the Committee's meeting in January. Members were asked to notify the Clerk of any suggested amendments in the meantime. **Clerk Members**

### 4 PARISH COUNCIL OFFICE

Mrs Black said that the Village Hall Trustees had refurbished an area for use as an office by the Parish Council. The Trustees proposed that the Parish Council should pay an annual rental of £1,500 inclusive for use of the new office. Mrs Hompstead questioned why the Parish Council should pay rent in addition to £12,000 per annum for the Village Hall loan. Mr Kiverstein said that the Trustees were required to operate on a business basis. He said that the Parish Council had three options: **Clerk**

1. to refuse to pay rent and to move out of the Village Hall
2. to suggest a lower rent
3. to agree to pay the proposed rent but to reduce meeting costs by holding certain meetings at the sports pavilion

Mrs Black, Mr Foster, Mr Kiverstein and Mr Ryan left the meeting to enable the remaining Members to consider this matter.

Mrs Botting proposed with great reluctance that the Committee should recommend acceptance of the proposed rent to Full Council subject to the agreement of detailed terms and to a period of two years' fixed rent, and on the understanding that all Committee meetings and meetings of the management committee of Pulborough Community Partnership would be held at the sports pavilion. This would mean that the Parish Council would not incur additional expenditure on account of the rent. Mrs Hompstead seconded and the proposal was agreed unanimously.

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The other four Members of the Committee were invited to return to the meeting and were informed on the decision. It was agreed to seek the advice of the Parish Council's solicitors on a draft agreement.

**ACTION**

**Clerk**

### 5 PAY AWARD FOR PARISH CLERK

Members noted that the Chairman and Vice Chairman had agreed that the Clerk's annual salary should be increased by £731.28 per annum to £16,178 in accordance with the NALC National Salary Award 2004/05 for Local Council Clerks.

Mrs Black proposed that the Clerk and the Assistant Clerk should each receive a permanent advance of £25 with their salaries to be used as a float against petty cash expenditure. Mrs Botting seconded and the proposal was agreed unanimously.

**Clerk**

### 6 PARISH EMERGENCY PLAN

Members requested further copies of the guide and format recommended by Horsham District Council. These were circulated. It was agreed that Members would complete the plan by 21 October to enable any gaps to be identified.

**Members**

### 7 GRANTS

Members noted a summary of applications received to date. Mr Foster undertook to remind the Parochial Church Council of the closing date for applications. It was agreed that a grant should be made to WRVS without an application.

**MF**

Mrs Black and Mr Vincent undertook to consider the applications with the Clerk during week commencing 4 October to enable Full Council to consider recommendations on the award of grants.

**HB/BV/  
Clerk**

### 8 PAYMENTS

		£
HDC	Refuse Collection	198.58
HDC	Village Sweeping	342.71
AIRS	Annual Conference	14.50
SDCB	Conference	15.00
SLCC	Conference	30.00
Mark Weston	Sign	235.00
London Energy	Gas	98.83
Burgess & Randall	Litter Picker	30.29

Members noted that the bank reconciliation at 14 September 2004 indicated a current balance of £29,287.95 of which £20,086.24 was held in the Parish Council's reserves. However, NatWest had been instructed to transfer £3,000 from the reserve earmarked for MSF general expenditure to cover the cost of the new floodlights.

Mr Kiverstein proposed that, if willing, the Assistant Clerk should be authorised to register for the study programme 'Working with your Council' at an approximate cost of £150. Mrs Botting seconded and the proposal was agreed unanimously. It was agreed that an

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appropriate proportion of the cost should be deducted from the Assistant Clerk's salary if she left the employ of the Parish Council before completing the programme.

**ACTION  
Clerk**

**9 CORRESPONDENCE**

**1) Local Taxation**

It was agreed to respond to Horsham District Council's consultation to the effect that it was unfair that residents at the heart of Horsham Town did not pay extra for services usually provided by Parish Councils.

**Clerk**

**2) Horsham District Council Budget Review.**

Copies of a report were circulated for information.

**3) West Sussex Sustainability Strategy 2004 - 2010**

Copies of a consultation draft were circulated. Members were asked to notify the Clerk if they wished to respond.

**Members**

**10 URGENT MATTERS RAISED BY COUNCILLORS**

**1) Skateboard Park**

Mrs Hompstead reported that St Mary's School had suffered from stones and litter thrown onto the school field.

**2) Sopers Hill**

Mrs Hompstead said that there was a lot of rubbish on the non pavement side of the Hill.

The meeting closed at 10.30 pm

.....Chairman

..... Date