

PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at the Village Hall (Pulborough Social Centre) on Thursday 18 November 2004 at 7.30 pm.

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

1 APOLOGIES FOR ABSENCE

Mr J Denison

Mr N Ryan

2 DECLARATIONS OF INTEREST

Mrs Black, Mr Foster and Mr Kiverstein declared an interest in item 3 (iv) Parish Council Office as Chairman and Trustees of Pulborough Social Centre. Mr Vincent declared an interest in the sports pavilion as Treasurer of Pulborough Sports & Social Club.

3 MINUTES

The minutes of the meeting held on 23 September 2004 were agreed and signed as a correct record.

ACTION

Matters Arising

(i) Communications

Members noted that there were still no agreed procedures for approval of the format and content of the Newsletter. Suggested articles had been included where provided but the Clerk had compiled the remaining copy for the latest edition. Mrs Black offered to consider draft copy and Mr Kiverstein undertook to sign off each edition by email. Members agreed that the Christmas edition should be blue if possible.

**IK
HB**

It was agreed that Full Council should be asked again to review the procedures for communications.

Clerk

(ii) Outstanding Matters

Members noted that the following matters were outstanding:

- 1) Parish Council investments
- 2) Business Plan
- 3) Purchase Order System

In response to a question, it was reported that the majority of orders were for relatively small items from suppliers with whom the Parish Council held accounts. Most were made in person under the authority delegated to staff. Other orders were approved in advance by the Parish Council and confirmed in writing. Mrs Botting suggested that a purchase order system would involve additional work for little added benefit. She proposed that the introduction of a system should be deferred. Mr Kiverstein seconded and the proposal was agreed unanimously.

(iii) Health & Safety

Members noted a proposal by Mr Kiverstein that all written order confirmations involving amounts over £250 should include the following: 'It is a condition of our placing our order with you that you agree to be solely responsible for

PULBOROUGH PARISH COUNCIL

compliance with all health and safety regulations connected with the supply (and where relevant installation) of the goods being supplied'. Mrs Botting proposed that the Parish Council should accept Mr Kiverstein's proposal. Mrs Hompstead seconded and the proposal was agreed unanimously.

ACTION

IK/Clerk

(iv) Parish Council Office

Members noted a letter and enclosures from Mr Warwick Dean Taylor on behalf of Pulborough Social Centre. Mrs Botting informed the Committee that the Parish Council's solicitors had advised that the Parish Council should not share the cost of preparing a lease.

Mrs Black expressed concern at the delay in agreeing terms for the proposed lease and said that all Trustees had agreed that the Parish Council should be asked to work in the office for only three mornings a week from 9.00 am to 12 noon if the move was not completed before January.

Mrs Hompstead objected to the payment of an increase in the proposed rent from 1 January and suggested that the Parish Council should not be charged rent whilst the loan was being repaid. Mrs Black, Mr Foster and Mr Kiverstein left the meeting to enable a discussion by the other Members.

Mr Vincent proposed that the Parish Council should not occupy the new office before the terms of the proposed lease were agreed. Mrs Botting seconded and the proposal was agreed unanimously. It was also agreed to cancel the rooms booked for all Committee meetings as previously agreed by Full Council.

Mrs Black, Mr Foster and Mr Kiverstein returned to the meeting and were informed of the Committee's decision.

(v) Parish Emergency Plan

Mrs Botting reported that three Members had met to discuss a draft Emergency Plan. Mrs Black said that she had not been informed of the change of date. She had gone to the pavilion. Mrs Botting apologised.

Mrs Botting said that the three Members were researching sources of equipment and would need to meet again. Mr Kiverstein said that he would like to be involved.

(vi) Grants

Mrs Botting proposed that a grant of £50 should be awarded to Liaise for 2004/05. Mr Vincent seconded and the proposal was agreed unanimously.

4 ANNUAL ACCOUNTS

Members noted that the external auditors had approved the annual accounts for 2003/04. The statutory notice had been displayed and the accounts were available for public inspection.

PULBOROUGH PARISH COUNCIL

Mr Kiverstein said that the internal auditor had been very complimentary about the annual accounts for 2004/05. He congratulated the Clerk and proposed that RBS Auditing Solutions should be appointed as the Parish Council's internal auditors for 2004/05. Mrs Botting seconded and the proposal was agreed unanimously.

ACTION

5 PRECEPT 2005/06

Members considered the draft paper on forecast expenditure 2004/05 and the suggested budget for 2005/06. They noted that the proposed budget for wages, PAYE, NI and expenses had been increased by 6% to provide for annual increments to the Clerk and the Assistant Clerk and for a new NALC agreement.

It was reported that there were two Recreation & Open Spaces items affecting the budget for 2005/06.

1) the Recreation & Open Spaces Committee had recommended that the Parish Council should accept a quotation of £2,000 from W Austen Fencing for the replacement of the playground fence on the main recreation ground. There were sufficient funds in the budget to replace the fence but the cost exceeded the Committee's level of authority to approve expenditure. Mrs Hompstead proposed that the Finance & Policy Committee should approve the expenditure for 2004/05. Mr Kiverstein seconded and the proposal was agreed unanimously.

2) WSCC Highways had requested that the Parish Council should install a tarmac path from Rectory Close to the main gate to the playground to permit access for pushchairs and people with disabilities. The estimated cost was £2,395. Mr Kiverstein proposed that the Finance & Policy Committee should support the proposal and budget for the installation of the proposed path during 2005/06. The Parish Council should seek a grant towards the cost but should fund the proposed work from reserves if necessary. Mrs Black seconded and the proposal was agreed unanimously.

**Asst
Clerk**

Clerk

The following amendments were agreed to the draft budget:

- the budget for electricity and gas should be forecast + 10%
- discretionary items should include £2,500 for a path
- expenditure on the basketball court, playground equipment and streetlights should be subject to the provision of grants or Section 106 payments and should be deleted from discretionary items
- income should include £8,500 for skateboard equipment

Mr Kiverstein proposed that the Committee should recommend to Full Council that the Precept for 2005/06 should be increased to £115,000. Mr Foster seconded and the proposal was agreed unanimously.

Clerk

PULBOROUGH PARISH COUNCIL

6	PAYMENTS	£	ACTION
	SEEBOARD Contracting Street Lighting Maintenance	106.93	
	CAB S137 Payment	250.00	
	Community Care S137 Payment	500.00	
	Community Trans Grant	250.00	
	Community Minibus Grant	200.00	
	Cricket Club Grant	250.00	
	Homestart S137 Payment	250.00	
	Royal Blind Soc S137 Payment	100.00	
	Outset S137 Payment	100.00	
	St Mary's PCC Grant	750.00	
	St Mary's PTA S137 Payment	1,000.00	
	VVS S137 Payment	50.00	
	WRVS S137 Payment	200.00	
	WSAB (4 Sight) S137 Payment	150.00	
	Youth Centre Grant	500.00	
	Viking Stationery	72.44	
	London Energy Gas	631.64	
	Saunders Boiler Service	282.00	
	Arun Mowers Tractor Service	27.61	
	Liaise S137 Payment	50.00	

7 **CORRESPONDENCE**

- 1) **2005 Business Rate Revaluation and Related Matters**
Members noted an invitation to a seminar and agreed to notify the Clerk if they wished to attend. **Members**

- 2) **Inland Revenue**
Members noted information about online filing of tax returns for 2005/06 and agreed to aim to accept the offer. **Clerk**

10 **URGENT MATTERS RAISED BY COUNCILLORS**

- 1) **Lease for Pulborough Sports & Social Club**
Members were reminded that the Club's lease expired on 31 December 2004. Mr Vincent left the meeting and Mr Kiverstein proposed that a new five year lease should be offered from 1 January 2005 with annual rent increases in line with the Retail Prices Index. Mr Foster seconded and the proposal was agreed by a majority. **Clerk**

- 2) **Permanent Appointment of Assistant Parish Clerk**
Members were reminded that the Assistant Parish Clerk had completed her probationary period of three months. Mr Kiverstein proposed that Miss White should be offered a permanent appointment with immediate effect. Mr Vincent seconded and the proposal was agreed unanimously.

The meeting closed at 10.30 pm

.....Chairman

..... Date