

## PULBOROUGH PARISH COUNCIL

A meeting of the Finance and Policy Committee was held at the Sports Pavilion on Thursday 24 February 2005 at 7.30 pm.

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

### 1 APOLOGIES FOR ABSENCE

Mrs C Barnett Mrs N Hompstead  
Mr L Ampstead Mr M Foster

### 2 DECLARATIONS OF INTEREST

There were no declarations of interest in items on the Agenda.

### 3 MINUTES

### ACTION

The minutes of the meeting held on 13 January 2005 were agreed and signed as a correct record.

#### Matters Arising

#### (i) Communications

Members considered that the Parish Council's Newsletter and website were of vital importance as the main channels of communication with the residents of Pulborough. It was resolved that this item should be referred back to Full Council again to try to engage some commitment from more Members. It was agreed that the draft of the Spring edition of the Newsletter should be submitted to Mrs Black and Mr Kiverstein for approval.

Clerk

Clerk

#### (ii) Outstanding Matters

Mr Kiverstein undertook to arrange a meeting to discuss the Parish Council's investments with the Bank Manager and the newly appointed Clerk. He had written to Committee Chairmen requesting contributions to a five year business plan.

IK

#### (iii) Internal Audit Action Plan

It was reported that the Clerk had deferred a response to the Internal Auditor pending the current review of the risk register.

Retiring Clerk

#### (iv) Annual Parish Meeting

It was reported that the Clerk had invited CPRE to provide a speaker for the Meeting. The Assistant Clerk would contact Sussex Police.

Clerk

#### (v) Benchmarking and Group Purchasing

Mr Kiverstein said that he had not yet contacted other Parish Councils. He undertook to treat this as a priority for the Committee's next meeting.

IK

### 4 RECRUITMENT OF PARISH CLERK

Mr Kiverstein outlined the background to the proposal agreed by Full Council to appoint Miss White as Parish Clerk. He said that, in order to address Members' reservations about the reduction in hours, Miss White had been asked to work an additional 5 hours each week making a total of 31 hours. She would be based in the

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office from 9.00 am to 1.30 pm each day but would stay later on the two afternoons when the bookkeeper was in the office. One of her responsibilities would be to confirm the receipt of goods and services before cheques were drawn.

**ACTION**

Mr Kiverstein proposed that Miss White should be appointed as Parish Clerk on three months' probation for 31 hours per week on NALC spinal column point 30 less 12.5%, calculated by pro-rata reference to the standard working week for local Government staff of 37 hours. Mrs Botting seconded and the proposal was agreed unanimously.

Members expressed continued concern about the reduction in overall hours. Mr Kiverstein said that Miss White had undertaken to notify the Chairman if she could not cope with the work. He suggested that the Parish Council should reserve the possibility of recruiting a junior officer. In the meantime, Members would need to do more. Mrs Barnett had already offered to undertake the health and safety checks for Recreation & Open Spaces.

Mrs Botting proposed that the Parish Council office should only be open to the public from 9.00 am to 12 noon Monday to Friday. This would enable the Clerk to undertake outside duties and contemplative work. Mrs Black seconded and the proposal was agreed unanimously.

### **5 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER**

Mr Kiverstein suggested that he should be appointed Responsible Financial Officer. Mrs Black proposed that the Chairman of the Finance & Policy Committee should be appointed as Responsible Financial Officer. Mr Ryan seconded and the proposal was agreed unanimously.

Mr Kiverstein said that the Responsible Financial Officer would need to authorise a schedule of payments before each meeting. It was agreed that the Responsible Financial Officer should not be a cheque signatory.

Members agreed to seek to add Mr Kiverstein and Mrs Hearn to the Parish Council's insurance policies.

**Retiring  
Clerk**

### **6 PARISH COUNCIL RESERVES**

Members noted that the total of earmarked reserves was £16,436.21 and that £42,946.13 was held in the Parish Council's bank accounts. Mr Kiverstein proposed that £3,000 should be transferred to the general reserve during the current financial year, as budgeted, and that the grant of £5,000 from Awards for All, when received, should be transferred to a new earmarked reserve for skateboard facilities. Mr Vincent seconded and the proposal was agreed unanimously.

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### 7 FINANCIAL REGULATIONS

**ACTION**

Mr Kiverstein proposed that the Financial Regulations should be amended to provide for two Councillors to authorise payment of wages and salaries and for orders over £500 to be confirmed in writing. Mrs Black seconded and the proposal was agreed unanimously.

Mr Kiverstein suggested that there might be a need for other minor amendments in the light of decisions taken at the meeting. He undertook to review the current document and to present revised Financial Regulations for consideration at the next meeting of Full Council.

**IK**

### 8 PAY AND SALARY INCREASES

Mr Vincent proposed that staff pay should be increased by 3% with effect from 1 April 2005. Mrs Black seconded and the proposal was agreed by a majority. Members noted that the new rates of pay would be as follows:

Job  
Current Pay  
Current Pay + 3%  
Increase  
Annual  
Cost

Caretaker  
£ 59.38 per week  
£ 61.16 per week  
£1.78 per week  
£ 92.63

Groundsman  
£423.90 per month  
£436.62 per month  
£12.72 per month  
£178.04

MSF Admin  
£ 4.94 per hour  
£ 12.24 per week  
£ 5.09 per hour  
£ 12.24 per week  
£ 0.15 per hour  
£ 0.36 per week  
£ 50.09  
£ 18.53

Warden  
£ 5.94 per hour  
£ 6.12 per hour  
£0.18 per hour  
£222.39

TOTAL

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## ACTION

£536.25

### 9 RISK ASSESSMENT

Members considered the risk registers for Administration, Whole Council and Finance & Policy. It was agreed to review the Parish Council's Standing Orders and the Health & Safety Policy at the Committee's next meeting on 28 April 2005. Members noted that the Parish Council was lacking in formal compliance with legal requirements and agreed to consider these at a later meeting.

The following items were reviewed at the meeting and found satisfactory:

- C2 Council becomes dominated by one or two, or cliques form
- C3 Councillors benefit from being on the Council
- C4 Failure to register Members interests, gifts etc
- C5 Failure to meet the requirements for Quality status
- F10.2 Lack of staff competence, motivation, efficiency

Clerk

### 10 PAYMENTS

		£
Arun Mowers	Mower Service	685.85
BT	Alarm	49.45
BT	Telephone Line Rental	48.35
Primus	Telephone	36.17
Impact	Software Support	55.00

### 11 CORRESPONDENCE

#### 1) Photocopier Contract

Members noted that the current contract with NRG was about to expire. It was reported that NRG had been appointed on the recommendation of West Sussex County Council following an invitation to three companies to submit quotations. The Parish Council had been very pleased with the photocopier and with the service provided.

Copies were circulated of a quotation from NRG to upgrade the photocopier. The current quarterly rental charge was £165.30 and the cost per copy 0.63p. The quarterly charge for a similar new photocopier would reduce to £163.22 and the cost per copy would be 0.50p. Mr Kiverstein proposed that the Parish Council should accept the quotation but, in view of the reduction in staff hours, should also accept the additional quotation of £26.01 per quarter for single position stapling. Mrs Botting seconded and the proposal was agreed unanimously.

### 12 URGENT MATTERS RAISED BY COUNCILLORS

There were no urgent matters raised.

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The meeting closed at 9.15 pm

.....Chairman

..... Date