

A meeting of the Finance and Policy Committee was held at the Sports Pavilion on Thursday 28 April 2005 at 7.30 PM.

**Present:** Mr I Kiverstein (Chairman) Mrs H Black  
Mrs J Botting Mr M Foster  
Mrs C Barnett

**1 APOLOGIES FOR ABSENCE**

Mr N Ryan Mr B Vincent  
Mr L Ampstead

**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 24 February 2005 were agreed and signed as a correct record.

**Matters Arising**

**(i) Communications**

The Clerk apologised for the newsletter being late. This was due to a lack of advertising resulting in the late production of the newsletter. The Clerk also stated that she had had discussions with Rodney (he produces the newsletter) and had made it clear that once the copy had been signed off that no further changes were to be made. She had also insisted that if advertising was looking problematic with future editions that the Council should be able to decide to 'pull' it for that edition. The Clerk will write to Rodney to confirm.

**CLERK**

Mr Kiverstein asked whether the Council were making sufficient use of the website in terms of tourism and that they should investigate a possible link from Pulborough Community Partnership's website to the Parish Council's. Mrs Botting was to ask Rob Aylott for his thoughts and report back.

**(ii) Outstanding Matters**

Mr Kiverstein has yet to arrange a meeting with the Bank Manager to discuss the Parish Council investments. The delay is due to the workload involved with the preparation of the Annual Accounts.

**IK**

Mr N Ryan will be sending his 5-year plan on behalf of the Recreation & Open spaces committee over the weekend. All others have been submitted.

**NR**

**(iii) Internal Audit Action Plan**

Mr Kiverstein is to write a formal response to this before May 20 when the internal audit is to take place

**IK**

**(iv) Benchmarking and Group Purchasing**

Mr Kiverstein had contacted other parish councils and was now waiting for a response from them.

**4 West Sussex County Council Pension Fund Valuation Report**  
All acknowledged that a copy was available at the parish council office.

**5 ANNUAL ACCOUNTS**  
Mrs Botting proposed and Mrs Black seconded that the accounts should be approved. Mr Kiverstein and Mrs Botting will meet shortly to sign them as Chairman of the Council and the Responsible Finance Officer respectively. **IK & JB**

| <b>6 PAYMENTS</b>        |                            | <b>£</b> |
|--------------------------|----------------------------|----------|
| Viking                   | Stationary                 | £193.25  |
| Ash Reid                 | Play Equipment Inspections | £129.25  |
| Primus                   | Office                     | £ 51.17  |
| Burgess & Randall        | Maintenance Equipment      | £ 31.45  |
| Horsham District Council | Village Sweep              | £342.71  |

**7 CORRESPONDENCE**  
**1) Renewal of the Parish Council Insurance**  
Mr Kiverstein noted that the insurance is due for renewal. Although the parish council have a quote from the current providers he feels that it would be best practice to obtain an alternative. Mr Kiverstein and the Clerk agree to action this. **IK & CLERK**  
Current valuations of all properties held will be kept but reviewed at the latter part of the year.  
**1** Peter Frost  
**2** The Council is happy with the current arrangements for audit. **CLERK**  
The Clerk is to write to Mr Frost to thank him for his interest but at this time do not require his services.

**8 URGENT MATTERS RAISED BY COUNCILLORS**  
Rugby Club: Mrs Botting noted that there will be an opportunity to review the rugby club lease as they move to their new ground. The committee felt that the Recreation & Open Spaces committee should discuss the possibility of a 5-year lease with stringent playing time.

The meeting closed at 8.40 PM

.....Chairman

..... Date