

A meeting of the Finance and Policy Committee was held at the Sports Pavilion on Thursday 7 July 2005 at 7.30 PM.

Present: Mr I Kiverstein Chairman Mrs H Black
Mrs N Hompstead Mrs J Botting
Mr N Ryan

1 APOLOGIES FOR ABSENCE

Mr M Foster
Mr L Ampstead

2 DECLARATIONS OF INTEREST

Mrs Black as Chairman of the Village Hall Trustees
Mr Kiverstein as Trustee of the Village Hall.

3 MINUTES

ACTION

The minutes of the meeting held on 9 June 2005 were agreed and signed as a correct record.

Matters Arising

(i) Business Plan

Mr Ryan apologised for not having completed the outstanding work and assured the meeting that it would be done soon.

NR

Mr Kiverstien advised that the Planning Committee should include in their business plans street lighting as a capital expenditure. He requests that the Clerk should put this on the next planning agenda for discussion.

CLERK

Mr Ryan requests that a meeting should be set up with Paul Rowley from Horsham District Council to discuss the use of 106 money for the benefit of the village. He also enquired after the 'wish list' that had been prepared before. The request was made that the Clerk should look for this list and to set up a meeting with Paul Rowley. The list was to be reviewed by the Finance committee and then by Full Council ahead of this meeting. September was suggested as the earliest opportunity that this might be possible to arrange.

(ii) 106 Money – Coughtreys

Mrs Botting proposed that the money received from this should go to the Community Minibus Scheme. Mrs Hompstead seconds and everyone agrees.

(iii) Internal Audit Report

Mr Kiverstein provides a verbal response to the meeting and informs that a written response will be completed shortly. **IK**

Action points from the internal auditors report:

All cheques are to be signed by two councillors – this system is already in place.

Grants Section 137 – no reference made but this will be rectified.

- (iii) Direct Debit payments – these are now signed off by the councillors and therefore is resolved.
- (iv) Bank discrepancies above 50 pence will be challenged.
- (v) Insurance – The internal auditor recommends that the Parish Council Fidelity Insurance should be raised from £50k to £85K. The Councillors request that the Clerk investigate what the difference in premium would be and to inform the next finance meeting. **Clerk**
- (vi) The internal auditor suggested that the Parish Council increase the Precept to allow for an emergency situation. After much discussion Mr Ryan suggests that this could be an item for benchmarking.
- (vii) **Benchmarking and Group Purchasing**
This work has now been completed

5 **Royal & Sun Alliance**

As this item was in sole regard to the Village Hall, it was passed to Mrs H Black as Chairman of the Village Hall Trustees.

6 **Payments**

J Randall	Bowling Green	£450.03
DJ Flynn	Hanging Baskets	£408.90
EDF Energy	Gas	£125.62

7 **CORRESPONDENCE**

None

8 **URGENT MATTERS RAISED BY COUNCILLORS**

Future Finance Meetings

It was identified that there needed to be another finance meeting arranged for October, as one had not been scheduled. As there is a 'gap' 20th October it was agreed that the Clerk should arrange this. **CLERK**

Clerk's Holiday Arrangements

It was agreed that the Parish Council Office should close so that the Clerk can take holiday. It was felt that contact numbers should be put on the door should anyone need to make contact with the Parish Council during this period of absence. **CLERK**

Eddie Hughes – Enforcement Officer Horsham District Council **CLERK**

The Clerk was requested to raise the following with Mr Hughes:

To check the hours of trading permitted on the license of the kebab van in Pulborough.

To check and 'police' the number of car boot sales held at the Toat site

Arun Motors to report that they are using the verge opposite as an alternative areas for car sales.

Staff Police check

NR

Mr Ryan advised the meeting that a police check must be done on any new member of staff whose work may involve interaction with children. Once the new MSF staff details are known this will be completed.

The meeting closed at 9.02 PM

.....Chairman

..... Date