

A meeting of the Finance and Policy Committee was held at the Sports Pavilion on Thursday 22 September 2005 at 7.30 PM.

Present: Mr I Kiverstein Chairman Mrs H Black
Mrs J Botting Mr B Vincent
Mrs C Barnett

1 APOLOGIES FOR ABSENCE

Mr M Foster Mr N Ryan
Mr L Ampstead

2 DECLARATIONS OF INTEREST

None

3 MINUTES

ACTION

The minutes of the meeting held on 7 July 2005 were agreed and signed as a correct record.

Matters Arising

(i) Wish List

The Clerk informed the meeting that she had not been able to find the 'Wish List', in view of this it was decided that the Clerk should write to all committee chairmen asking them for new ones.

CLERK

(ii) Internal Audit Report

Mr Kiverstein presented the written response to the Internal Audit. The Clerk is to send a copy to all committee members.

CLERK

(iii) Business Plan

The Clerk was requested to pass all committee business plans to Mr Kiverstein so that he can put together the business plan for Pulborough Parish Council.

4 Fidelity Insurance

The committee requested that the Clerk should complete the form in order to raise the level of insurance to £80k.

5 Expenditure Against Budget

Members reviewed the documents and after some discussion noted that all items off expenditure were either within or in line with budget.

CLERK

6 Parish Council Discretionary Grants

Members instructed the Clerk to put the closing date on the electronic noticeboard. Mr Vincent and Mrs Black said that they were happy to review the grant applications for this year. The Clerk was also instructed to contact other parish councils to compare their levels of grant allocations.

7	Payments		
	Burgess & Randall	Recreation	£ 47.31
	Nat West	Bank Charges	£ 16.58
	Anderson Longmore & Higham	Solicitors	£ 293.75
	London Energy	Recreation	£ 253.04
	Awards For All	Recreation	£5,000.00
	Horsham District Council	Village Sweep	£ 342.71
	Pul Social Centre	Room Hire	£ 50.50
	SLCC	Literature	£ 40.00
	Seaboard	Recreation	£ 128.72
	PWLB	Loan Repayment	£6,049.18
	Horsham District Council		£ 416.00
	Sussex rural Community		£ 20.00

8 CORRESPONDENCE

None

9 URGENT MATTERS RAISED BY COUNCILLORS

Future Finance Meetings

Members to note the following changes:

20 October Finance Meeting

10 November Finance Meeting to replace meeting scheduled for 17 November.

CLERK

The Clerk is to send a grant application form to the South Downs Conservation Board.

CLERK

Pulborough Community Partnership

The Clerk is to find out whether a Memorandum of Understanding exists between the Parish Council and the group.

CLERK

Village Design Statement

The Clerk was requested to ask Mr R Aylott whether this document has been sent out to all residents, and to ascertain at what stage it is at.

CLERK

Clocks

The Clerk is instructed to buy two new clocks – one for the committee rooms and one for the office.

The meeting closed at 9.40 PM

.....Chairman

..... Date