

## PULBOROUGH PARISH COUNCIL

A Meeting of the Finance and Policy Committee was held at the Sports Pavillion on Thursday, 27<sup>th</sup> April 2006 at 7.30 pm.

**PRESENT:** Mr I Kiverstein (Chairman)  
Mrs C Barnett  
Mrs J Botting  
Mrs H Black

### 1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Mr B Vincent and a long-term apology for personal reasons was recorded for Mr M Foster.

### 2. **DECLARATION OF INTEREST**

Mrs Black declared an interest as Chairman of the Village Hall Trustees.

### 3. **MINUTES**

RESOLVED: that the Minutes of the Meeting held on 9<sup>th</sup> February 2006 be received and signed.

### 4. **Matters Arising**

#### **(a) Clerk Appraisal and Assistant Clerk Review**

It was noted that no action could be taken at present due to the resignation of the Parish Clerk however, Members felt that the formal appointment of the locum Clerk should be recorded and

RESOLVED: that Mrs Jean Radley be appointed locum Parish Clerk at the rate recommended by NALC, top of Scale LC3 as at 1<sup>st</sup> April, 2006.

#### **(b) Allotments**

The Clerk was asked to check that the rental had been received from all the allotment holders.

Members understood that historically the Parish Council was responsible for the huts at the allotments. It was, however, felt that the maintenance of these should perhaps become the responsibility of the users and at the next rent review, this should be considered.

Reference was made to other rents due to the Parish Council from the nine organisations who use the Sports and Social Club. Members were reminded that the problem was they paid at different times of the year when they collected their subscriptions and, like the Bowling Club whose lease is due for renewal, there does not seem to be a comprehensive record of their leases.

The Clerk agreed to ascertain what the clubs were paying in rental and the increases agreed last year. Also, she would contact the local Solicitor to check whether they were involved in drawing up any of the leases.

**(c) Street Cleaning**

The Committee agreed not to pursue employing a person for street cleaning as it was Horsham District Council's responsibility. However, it was agreed that two litter pickers were essential to the village.

RESOLVED: that the posts for two litter pickers be advertised.

**5. Review of Accounts 2005/2006**

Mr Kiverstein presented the year end expenditure against the Budget for 2005/2006.

Reference was made to the cost of postage and Members agreed that all post should be at the second-class rate except to councillors and that members be requested to collect their mail, if convenient.

The Committee noted that the local traders were going to be responsible for the Christmas lights this year but felt that it should be ascertained whether a Christmas tree was to be included as the Parish Council could apply for a grant for this part of the Christmas festivities.

The Committee was of the opinion that the multi-sports facility sited at the recreation ground should be promoted for tennis in the Newsletter.

Reference was made to the tree survey that had been undertaken but was more than the Parish felt they could undertake. In the meantime, the Clerk is requested to check the progress on this proposal and report to the Recreation and Open Spaces Committee.

Mr Kiverstein reported that he would produce a summary of the Accounts for the Annual Parish Meeting after the Auditor's inspection on 4<sup>th</sup> May 2006.

RESOLVED: that the Accounts for 2005/2006 be approved.

**6. Standing Orders**

RESOLVED: that the following additional amendments to the Standing Orders together with those already suggested by members be recommended to the next full Council meeting:

**Paragraph 16 – Record of Attendance**

A record of Councillors' attendance at all meetings be kept and an attendance list provided for guests and residents attending all meetings.

**Paragraph 21- Public Speaking**

- (i) An item for public speaking be included on all agendas to be held at the commencement of the full Council and Committee meetings;
- (ii) Members of the public who wish to speak on an item on the agenda to give notice to the Parish Clerk no later than 12 noon the day prior to the meeting being held; and
- (iii) A public speaker invited to speak by the Chairman will be limited to three minutes to express their views.

**Paragraph 21(C) – Amendment**

To deal with business expressly required by statute or specific matters referred to it by committee or as otherwise may be necessary.

**Paragraph 44(a) – Additional Clause**

An item to be included on all agendas to enable the District and County Councillors present to report on current issues.

**7. Seeboard Energy Price Guarantee**

Members felt that this electricity account was met by the Sports and Social Club and ask the Clerk to pass the offer to Mr Vincent.

**8. EDF Energy Direct Debit Invitation**

The Committee noted that the gas account was already paid by this method.

**9. WSCC Footway Lighting Maintenance**

The Chairman expressed concern at the cost of some the works identified by EDF Energy and the Committee agreed that the quotation should be submitted to the Planning Committee for consideration.

Reference was made to the line of street lights in Stanes Street which were being obstructed by conifers and remaining lit day and night. The Clerk agreed to seek the landowner's permission to trim back the trees.

**10. Bank Reconciliation – February 2006**

Members noted the Reconciliation

**11. Christmas Decoration Grants 2006**

The Clerk was asked to liaise with Mr Ampstead to ascertain what the traders proposed scheme would be for Christmas. (See Minute No.5)

**12. NALC Rates for Clerks**

The revised scales from 1<sup>st</sup> April 2006 was noted.

**13. Staff Sickness Agreements & Pay Increase**

Details of staff pay increases were circulated at the meeting and noted.

**14. Horsham Today Rate Card**

The Committee received details of the advertising page Ratecard.

**15. Allianz Cornhill**

The Committee received the renewal summary of the Parish Council's insurance which was due on 1<sup>st</sup> June 2006. Members felt that a new valuation of the Sports and Social Club should be obtained and submitted to Allianz Cornhill as improvements had been made to the building since the last valuation four years ago and, the cover for a skateboarding ramp should be deleted as it no longer applied. Also, the exercise of obtaining alternative quotation for insurance cover should be undertaken again in 2007.

The Clerk was requested to report to the next meeting on the progress of obtaining an update valuation on the Sports and Social Club.

**16. Wish List**

A Member reported that the Line Marking Machine had been purchased and that the Clerk had obtained quotations for the provision of a light to the car park at the main recreation ground and for the resurfacing and hatching out of the car park.

The Committee was of the view that these works should include the resiting of the netball post and, with the possible extension of the car parking and extension of the chain-link fencing should be combined and, therefore, as a scheme to provide additional car parking for residents, it may qualify for Section 106 funding.

The Clerk was requested to ascertain the deadline for the submission of a Section 106 application.

The Committee agreed that the Wish List should be presented to the Planning Committee to be updated.

**17. PAYMENTS**

RESOLVED: that the following payments be made and cheques be drawn:

EDF Energy	£229.45
Harwoods	£37.53
EDF Energy Contracting Ltd	£379.53
Staff Wages	£2,400.22
Inland Revenue	£748.31

**18. CORRESPONDENCE**

(I) Mrs Black reported that a contractor had expressed a willingness to clear the shrubbery so that the handrail can be installed along the sloping pavement in Swan View opposite the library.

RESOLVED: that the total cost of £250 be met by the Parish Council and reimbursement of this cost be sought from Horsham District Council as part off the 'Year of the Disabled' project.

- (II) The Committee agreed to pay the annual subscription of £15 to the Horsham Association of Local Councils (HALC).
- (III) The Committee noted that the Annual LCAS Seminar was to be held on 20<sup>th</sup> June 2006 at Burgess Hill and suggested that the Assistant Clerk should attend.
- (IV) A letter received from Horsham District Council was presented regarding the Gypsy and Traveller Development Plan Document and agreed that the local authority should be informed that the parish had a permanent traveller site on the parish boundary.
- (V) An advertisement for a Parish Clerk was circulated at the meeting and it was agreed that this should be placed in the local papers and sent to Horsham District Council to be place on its internal noticeboard.
- (VI) Mrs Botting reported that she had attended a Local Action Team (LAT) meeting when it received a presentation regarding the Neighbourhood Warden Scheme. She had been asked to put the proposal of extending the Scheme to include Pulborough Parish to the Parish Council.

The Committee agreed that an informal referendum should be held and that details of the scheme should be placed in the Newsletter to obtain the views of the residents.

**The meeting closed at 10.10 pm**

.....Chairman

.....Date