

PULBOROUGH PARISH COUNCIL

A Meeting of the Finance and Policy Committee was held at the Sports Pavillion on Thursday, 21st September 2006 at 7.30 pm.

PRESENT: Mr I Kiverstein (Chairman)
Mrs H Black
Mrs J Botting
Mr J Noble

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Mrs C Barnett.

2. **DECLARATION OF INTERESTS**

There were no declarations of interest.

3. **MINUTES**

RESOLVED: that the Minutes of the Meeting held on 15th June 2006 be received and signed.

4. **Matters Arising**

4.1 **Report from Ash Reid Design Limited**

Mrs Botting reported on a meeting she and Mrs Barnett had had with Mr Ash of Ash Reid Design at the Masons Way Play Area. Mr Ash agreed that the metal balancing frame was unsuitable and perhaps dangerous. By removing this and resiting the bench, this would give much more room for a piece of equipment suitable for the older children. Mrs Botting also suggested more space might be made available by removing the tatty shrubbery down one side of the play area.

Mr Ash had sent through three quotes but only one design was enclosed. The Clerk advised that she had tried to contact Mr Ash to request the other enclosures but the company was closed for annual holiday. She had left a message on the answer phone but will follow this up.

Members were also advised that the Play Equipment budget is £3000 so it was felt the Council should apply for S106 funding, as this seemed to qualify for assistance. Once a quote has been selected, the Clerk should submit an application to HDC.

4.2 **Nutbourne Common Recreation Ground**

The Committee received the news that the Sussex Wealden Greensands Heaths Project had visited the site and were intending to supply volunteers to help clear the Common and that improvements may be funded by a grant through them.

4.3 Multi-Sports Facility (MSF)

The Clerk reported that the disclaimer signs had been purchased and were in place.

4.4 Playground Equipment

Members were advised that Priority 1 work had been carried out and the litter bin at the top of Potts Lane had been repaired.

4.5 Goal Posts for Stane Street Close Play Area.

Mrs Botting reported that the goal posts had been purchased and were in place in time for the school summer holidays. She also advised that the nets were already hanging down in places and that she would visit the site to repair them.

4.6 Provision of seating in the Parish

The Clerk advised the Committee that the benches had been ordered and would take 5 – 7 weeks to be delivered but the price had increased to £530 + VAT. David Ogilvie Engineering, who is supplying the benches, would install them for £150 per bench. The Clerk had been instructed at the meeting of the Recreation and Open Spaces Committee, to obtain quotes for installation from Danny Flynn and the company that put in the “Jubilee” bench. Mr Flynn was to call into the Parish Office to discuss various matters the following week but the Clerk had been unable to ascertain which company installed the “Jubilee” bench. It was agreed that two quotes should be sufficient.

4.7 Car Park at Sports and Social Club.

The Recreation and Open Spaces Committee had agreed at a recent meeting that precedence should be given to the installation of a lamppost in the car park. They had accepted the quotation from EDF Energy and requested that work begin as soon as possible.

5. Public Speaking

No member of the Public wished to speak.

6. Sports and Social Club - Insurance

Mr Kiverstein advised members it was felt that paying one insurance policy for the whole of the Sports and Social Club building, including the Bowling Club, instead of having three separate policies could save money. The cost for cover would then be apportioned to the different users.

Furthermore it was prudent for the Council to periodically have its buildings revalued to ensure that the amount of insurance coverage was adequate. To this end, an extended valuation to include all the buildings would need to be carried out.

A quotation from Crowthers, Chartered Building Surveyors for £1200 + VAT had been received. After a short discussion and as this firm

already possessed certain of the necessary drawings, the Committee agreed that a second quote was not required.

RESOLVED: that the acceptance of the quotation from Crowthers should be recommended to Full Council.

7. Bus Shelters - Insurance

The Committee was advised that the total value of the four new bus shelters was £19240. A quotation for insurance of £256.55 per annum had been obtained but there was no obligation to take out any cover. Members agreed that the cost seemed reasonable and that it was prudent for these assets to be insured.

RESOLVED: that the Assistant Clerk should arrange the insurance for the bus shelters.

8. Comparison of First Quarter Expenditure Against Budget

Mr Kiverstein reported that expenditure against budget was down for the first quarter but advised that some expenses, such as water rates and loan payments were paid half-yearly. Members were advised that due to the change of Clerk and the necessity of employing a locum for a few months, wages would be over budget.

9. Parish Council Discretionary Grants

The Committee noted that the closing date was 30 September 2006.

A Sub-Committee was elected to make recommendations on the grant allocation.

Members elected Mrs Botting and Mr Noble onto the Sub-Committee.

The Clerk was instructed to have all the grant applications ready for the Sub-Committee to peruse on Monday, 2 October 2006.

10. Approval of Annual Accounts

The Committee received a report on the annual accounts and the statement of assurance was reviewed. It was agreed that the Council could answer yes to each question in this form.

It was noted that the summary showed that income was down £17000 and expenditure down £26000 as compared to budget. Hence reserves had been strengthened during the year.

Mr Kiverstein proposed that the Annual Accounts and Statement of Assurance should be recommended for approval to Full Council.

Mr Noble seconded the motion.

11. Pulborough Bowling Club

The Committee received a report from the Chairman concerning his and Mrs Botting's recent meeting with the Treasurer and Secretary of the Bowling Club. He stated it was a friendly meeting with the two gentlemen, neither of whom plays bowls.

A copy of the Bowling Club's annual accounts was circulated to members.

It was noted that the Parish Council was over-subsidising the Club as over £5400 was paid in maintenance costs for a club with 45 members. It also appeared that the Council was paying the Club's water rates.

RESOLVED: that another meeting should be arranged between Councillors and members of the Bowling Club to formalise increasing the rent and obtaining a separate meter for water usage.

12. PAYMENTS

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

Staff Wages	£2724.53
Viking Direct	£153.57
D J Flynn Services	£1532.20
Southern Water	£129.01

13. CORRESPONDENCE

Kent and Sussex FWAG

Members received a notice of the annual subscription from the Farming and Wildlife Advisory Group.

RESOLVED: that the annual subscription of £35 should be paid.

Horsham District Council

Members received a copy of an email from HDC advising the Environmental Cleansing Grant for 2006/2007 is £8500

14. URGENT MATTERS RAISED BY COUNCILLORS

14.1 Mrs Botting advised members that she had still not received her Parish Newsletter. Mrs Black stated that her copy had been delivered by hand. The Clerk stated that she had tried to ring Mr Goldsmith and had emailed him to ascertain when the Newsletters would be posted and what was happening to all the labels supplied, if they were being used on envelopes. As yet no reply had been received.

14.2 Mrs Black reported on a meeting of the Strategic Waste Forum which she had attended. There were 22 sites listed of which Thakeham was at the top. Mrs Black had opposed this proposal, as it would bring more traffic through Pulborough. She stated she would hand out a full report on the meeting at Full Council.

14.3 Members were asked to approve the renewal of the contract for Danny Flynn, to whom we outsource litter picking, as at 10th October 2006. It was agreed that his 3-month trial had been a success and to renew the contract for a further 12 months.

14.4 The Committee noted that Arun Mowers hire out a scarifier at £200 a day + VAT, which Mr Leadbeatter could operate. As the Recreation Ground had not been scarified for 30 years, it was agreed it should be done before the end of October.

RESOLVED: that Mr Leadbeatter should contact Arun Mowers to hire a scarifier at £200 + VAT for the day.

The Meeting closed at 9.35 pm

..... Chairman

..... Date