

PULBOROUGH PARISH COUNCIL

A Meeting of the Finance and Policy Committee was held at the Sports Pavillion on Thursday, 8th February 2007 at 7.30 pm.

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

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Barnett and Mrs Watson.

13. DECLARATION OF INTERESTS

There were no declarations of interest.

14. MINUTES

RESOLVED: that the Minutes of the Meeting held on 16th November 2006 be received and signed.

15. Matters Arising

Mr Kiverstein advised members the gates for the Recreation Grounds were being delivered on 9th February. Shane Keen, the gate erector was on standby and the Clerk was instructed to arrange for him to start the work.

The Clerk advised the sheds were on order. An allotment holder had asked for a "porta potti" to be installed at the allotments. Councillors agreed to fund both the appliance and a small shed but the allotment holders would be responsible for the maintenance. It was suggested they have an annual meeting to discuss such proposals and the Clerk was asked to speak to Peter Cooper to see if this could be arranged through the Recreation and Open Spaces Committee.

The Clerk was instructed to ascertain whether the lamppost in Spinney North garages had been replaced.

Section 106 funding was discussed and Mr Kiverstein agreed to follow up his own contribution plus that of the development opposite the Red Lion public house.

16. Public Speaking

No member of the Public wished to speak.

17. Presentation by Nick Cousins on behalf of the Cricket Club regarding S106 funding

Nick Cousins, the Chairman of the Pulborough Cricket Club, was invited by the Chairman to give a presentation regarding the Club's application for S106 funding.

The Committee then held a lengthy discussion when Mr Cousins had left the meeting.

Members agreed it was a worthy cause and the Cricket Club were a valuable community resource. It was RESOLVED unanimously that the Clerk should send Howard Collins, HDC an email on the following day, stating the Committee suggested that the Cricket Club receive 50% of the amount for which they applied and match the finance by providing the other 50% themselves.

18. Quarter 3 Expenditure Against Budget

The Chairman apologised the Committee had not received the figures for consideration before the meeting, as the paperwork had not arrived in time to be distributed with the agenda. Mr Kiverstein stated he had studied the figures and could see no problems.

Mrs Botting advised members the Bowling Club would like an all-weather bowling green which would save some money on maintenance. The Club would also be willing to move but Mr Kiverstein asked the Clerk to check the deeds, as he thought the land was left to the Parish Council for a bowling club to be on the site for in perpetuity.

She also informed the Committee Matt Hennings and the pet shop owner's partner would like to take over the planning and erecting of the Christmas lights for the next three years. Members welcomed the news and agreed the Parish Council would do nothing more than pay for them.

Mrs Botting advised members that a disabled friend of hers was unable to use the steps leading from the Lower Street car park as there were no railings for the last two steps. The Clerk had been in contact with HDC and had been informed nothing could be done until two more complaints had been received. The Clerk was instructed to approach HDC again as two more complaints had been forthcoming and also to offer that the Parish Council erect the short railing for the last two steps.

Mr Kiverstein then concluded that the report was in line with budget for the year and should counter-balance the extra spent on the locum Clerk's wages. He advised the book-keeper had applied for the street cleansing grant.

The contents of the report were noted by the members.

19. Alteration of Bank Statement Issue

The book-keeper had advised the bank statements were received mid-month, which meant she had to do two reconciliations. She requested the date of issue be altered to the first monthly, to include all transactions for the previous month. This was agreed by the Committee

and the Clerk was instructed to compose a letter for Mr Kiverstein's signature.

20. Request from Cllr Noble to alter Meeting Times

Mr Noble advised members he had not been happy with the last two full Council meetings of 2006. The meeting on the 9th November had over-run due to a long presentation by Rydon Homes and then three sets of minutes were handed out actually at the meeting. The Clerk apologised for this and explained that they had all been delayed for different reasons. Mr Noble then stated he felt the Minutes had been rushed through on 7th December, partly because the meeting did not start until 8pm and also because of another presentation.

He then advised members there had only been 31 meetings in 2004 but in 2007 there were 44 on the calendar, even after having fewer in August and December.

Mrs Black pointed out that the Council was much busier now than in the past and Mrs Botting advised members that at the last meeting of the Sports Clubs' Advisory Committee, it had been suggested they only meet quarterly but members had stated they wanted a monthly meeting.

Mr Noble suggested moving Planning and Services meetings to coincide with HDC. Mrs Black stated there would always be a time between the agenda being posted on the noticeboard and the meeting when extra applications would be received. She suggested an extra planning meeting be held before each full Council meeting, to discuss just the additional plans, thereby giving members of the public the chance to speak on the applications. This suggestion was agreed by members.

The Committee also RESOLVED that any meetings with a guest speaker should be scheduled to start at 7pm with the Clerk having advised the speaker they must conclude by 7.30pm. It was agreed that only matters arising from minutes sent out with full Council agendas should be discussed. This would mean Finance and Policy would generally be held over until the following month.

Mr Noble thanked members for listening to him.

21. Request for Various Items for the Parish Office

The Committee received requests for various items for the Parish Office.

It was agreed that blinds were required, partly because it became very hot during the summer and also to give the staff working inside more privacy when the office was closed.

There was a request for a security light, which would just come on for two minutes to allow staff to see the keyholes when leaving the building when it was dark. The Clerk had requested a shelf be installed for the Assistant Clerk when he did collating and finally, for a sign showing the office opening hours to be added to the large sign at the front of the Village Hall, stating the Parish office was at the rear of the building.

The Committee RESOLVED all these could go ahead.

22. PAYMENTS

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

J Randall	£450.03
Ash Reid Design	£267.31
Arun Mowers	£90.12
Viking Direct	£39.84
Pulborough Social Centre	£60.00
D J Flynn	£881.25
Hamilton Cole	£165.51
J Botting	£8.00
Candela Consulting	£242.34

23. CORRESPONDENCE

23.1 Auditing Solutions Ltd - Internal Audit Report (Interim) 2006-07.

The result of the internal audit was received by the Committee. Mrs Botting praised the Clerk, Assistant Clerk, Maria Hearn the Book-keeper and Mr Kiverstein on a very good audit and said all had been mentioned positively within the report. She also asked for a letter to be sent to Mrs Rhoder, thanking her for her hard work which had seen an increase in the lettings of the Multi-Sports Facility.

23.2 Shaws – Forms, Records and Registers for Local Councils

The document was noted but no forms were required.

23.3 SLCC- Conference for ‘Practitioners’

The members noted the conference was to be on 1st – 3rd March 2007 and were very pleased to allow the Clerk to attend.

23.4 HM Revenue & Customs – Employers Annual Return

The Committee agreed the return could be completed online, thereby earning the Council £100.

24. URGENT MATTERS RAISED BY COUNCILLORS

There were no urgent matters raised by Councillors.

The Meeting closed at 9.17pm

..... Chairman

..... Date

