

PULBOROUGH PARISH COUNCIL

A Meeting of the Finance and Policy Committee was held at the Sports Pavillion on Thursday, 12th July 2007 at 7.30 pm.

PRESENT: Mr I Kiverstein (Chairman)
Mrs Barnett
Mrs J Botting
Mr J Noble
Mrs Watson

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Black.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES

RESOLVED: that the Minutes of the Meeting held on 5th April 2007 be received and signed.

4. Matters Arising

The Clerk advised that Hilary Tyrell of Anderson Longmore and Higham was still investigating the Bowling Club lease.

5. Public Speaking

No member of the Public wished to speak.

6. Approval of Annual Accounts

The Annual Accounts were studied and approved by the Committee. Mr Noble proposed the Annual Accounts should be RECOMMENDED for approval by Full Council and this was seconded by Mrs Botting. The proposal was carried unanimously.

7. Comparison of 1st Quarter Expenditure Against Budget

The Chairman advised members that the book-keeper had not had time to do the comparison of 1st quarter expenditure against budget, as some cheques were still outstanding. It was agreed to hold this item over to the next meeting of the Finance and Policy Committee.

8. Bank Reconciliation Reports for April and May 2007

The contents of the Bank reconciliation reports were noted by members. The Chairman reported that NatWest Bank had charged the Parish Council £35 for returning a stolen cheque unpaid. He advised that a letter requesting a refund had been sent to the bank and he was awaiting a reply. The reconciliation reports were signed by the Chairman in blue ink.

- 9. Sports and Social Club Buildings Insurance.**
The Chairman reported that the figures for allocation of insurance had been sent out by the Assistant Clerk, advising the Clubs the new amounts due. It had been a worthwhile exercise as everyone had saved by insuring the Club as a whole.
- 10. Co-option of Councillors**
The Committee studied the Parish Council's Standing Orders on co-opting new Councillors and also read the information from the Charles Arnold-Baker advice to Local Councils. It was agreed that the Council had received poor advice and members RECOMMENDED that the three stage process should be followed, whereby the Clerk spoke to the candidates to make sure they complied with the requirements as stipulated by law. The candidates should then let the Council have information in writing, concerning their background and experience. Finally, there should be a majority vote by Councillors, as stated on page 7 of the Standing Orders.
- 11. Drains in the Sports and Social Club Car Park**
A request was received from the Social Club to divert a blocked drain in the car park into the main drain, as the Social Club was flooding every time there was surface water in the car park. Mrs Barnett agreed to see if any member of the Club could do the work and to report to the Committee if any cost was involved.
- 12. Benches**
Members discussed the moving of a bench from behind the cricket nets to a site by Pocket Park, to allow members of the public to have a view of the sport. It was suggested that a grant from Chanctonbury County Local Committee may be available for this work. Another bench on the Recreation Ground, backing onto Chestnut Walk was reported to need a coat of paint and it was suggested the Clerk should ask Arnold Martin, the caretaker to do this.
- The Committee also wished to see the bench in Glebelands moved further up the hill, so as to afford a view across the Brooks. Members agreed the cost of the work would be covered by the Council.
- 13. AES Periodical Electrical Inspection of the Sports and Social Club**
The Committee asked the Clerk to ascertain what work was required at the Club and to then have a periodical electrical inspection annually from the date of completion.
- 14. Review of Standing Orders**
The Committee studied the Standing Orders and agreed to add a paragraph on Public Speaking, stating that a member of the public could speak for three minutes, if he or she was speaking on behalf of others, such as a residents group.

It was agreed that the date should be altered to 10 May 2007 for adoption of the Code of Conduct. It was also noted that members were no longer under a duty to report a breach of the Code of Conduct to the Standards Board. The new Code now treated Councillors as members of the public, giving them the right to speak for two minutes on an item for which they had declared a prejudicial interest.

It was also agreed to RECOMMEND to full Council that paragraph 6.6 should be added to the Financial Regulations that the Clerk and Assistant Clerk should be advanced not more than £100 to cover minor expenditure. This should be accounted for on a monthly basis and reimbursed as necessary. Mr Kiverstein proposed the changes as discussed and Mr Noble seconded the motion. It was agreed unanimously to RECOMMEND all the changes to full Council.

15. CORRESPONDENCE

Mrs Botting handed copies of an email received from Cllr. Paterson concerning the lease on the Post Office. The contents were noted.

16. URGENT MATTERS RAISED BY COUNCILLORS

The Chairman read from a report by the Clerk concerning what had been learned from a Networking Day she had attended.

The main focus was on the smoking ban in enclosed public places, which included bus shelters. The Clerk advised that stickers had been placed on the walls of each bus shelter on the 4th July 2007 and were still all in situ one week later. It was agreed that Mrs Barnett would check the bus shelter in Lower Street, Mrs Watson the one in Mare Hill Road and Mr Ellis would be asked to ensure the two at the railway station all had stickers, on a regular basis. If any were missing, the Clerk was to be informed immediately.

The Committee agreed that CRB checks should be done on all new employees, who may have any dealings with children. The Clerk was instructed to carry out these checks.

The Clerk also offered to do an internal induction course for new Councillors and any others who wished to attend. Mr Kiverstein agreed to cover finance. The Standards Board would require to see the training record of any Councillor who had to report to them. The date of Monday, 8th October 2007 at the Pavilion meeting room was agreed for a training session.

Mrs Barnett asked why John Barstow had booked the meeting room for an USDAW meeting on the 4th September, without being charged. It was agreed to discuss the hire of the room at the next meeting of the Finance and Policy Committee.

The Clerk was instructed to purchase a 2008 diary and wall chart for the meeting room and ensure the Council's dates were completed.

Mrs Botting reported on a meeting of the Chanctonbury County Local Committee, which Cllr Paterson had attended with Mr Ellis on 26 June 2007. It had been most informative and disclosed s106 Agreements to be spent on transport issues in the Pulborough area. It was a long list of improvements and appeared to contain everything to do with transport on the Parish Council's Wish List. Cllr Paterson thought it was imperative a meeting was arranged with Tom Crowley, Paul Rowley and Howard Collins of HDC and the Councillors of Coldwaltham Parish to ensure future s106 Agreements met with the Councils requirements. He suggested making a list of top priorities for Pulborough before the meeting.

Mrs Botting also informed members she had attended a meeting with a member of Action for Rural Sussex, Ed Dickinson and Roger Hobbs from WSCC, Cllr Paterson and Cllr Mrs Arculus. Mrs Arculus had reported that the Parish Council were strongly opposed to anything being done towards traffic calming in Lower Street. Mrs Botting had advised all those at the meeting this was incorrect and the worry was that by slowing traffic in Lower Street, a rat-run could be created elsewhere.

WSCC were planning to do a street scene survey, which would consist of "moving, adding and removing" to create a better environment.

17. PAYMENTS

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

DJ Flynn	£881.25
SALC	£35.25
Pulborough Social Centre	£400.00
PD Plumbing	£34.99
Mrs Botting	£9.99
Pulborough Social Centre	£60.00
Harwoods	£38.92
DJ Flynn	£451.20

The Meeting closed at 9.35pm

..... Chairman

..... Date