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**MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING**

**HELD ON THURSDAY 9<sup>th</sup> AUGUST 2007 AT THE SPORTS PAVILION**

**PRESENT:** Cllr. Kiverstein (Chairman), Cllr. Mrs. Black (Vice Chairman),  
Cllr. Mrs Barnett, Cllr. Mrs Botting, Cllr. Noble, Cllr Mrs  
Watson.

**IN ATTENDANCE:** Lesley Hoff (Clerk)  
One member of the Public

***The meeting opened at 7.40pm***

**18. APOLOGIES FOR ABSENCE**

There were no apologies for absence

**19. DECLARATIONS OF INTEREST**

There were no declarations of interest

**20. MINUTES**

The Committee RESOLVED to agree and approve the Minutes of the Meeting held on 12<sup>th</sup> July 2007 as a true and accurate record of the proceedings and the Chairman signed them.

**21. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

It was reported that a member of USDAW is using the Parish Council meeting room, unbeknown to the Councillors and without making a payment for the facilities. It was proposed to RECOMMEND to full Council that only affiliated sports clubs should be able to use the meeting room free of charge and any other users should be redirected to the Village Hall with effect from January 2008. Charging for photocopying was briefly mentioned but it was agreed that photocopying should be done for members of the public at the discretion of the Clerk.

The Chairman asked for an update on the damaged drains under the Recreation Ground. The Clerk was instructed to send him a copy of the report received from Chris Sepke, HDC.

The Clerk reported that the bench backing onto Chestnut Walk had been painted and Danny Flynn had been instructed to move the bench from behind the cricket nets to the other side of the Recreation Ground. The Clerk advised members a grant for a new bench at the top of Glebelands had been forwarded to Chanctonbury Local Committee.

The Clerk informed members that three Councillors were checking the bus shelters to see the "No Smoking" signs were still in place. One Councillor reported there was no longer a sticker in the bus shelter outside the railway station. The Clerk stated it would be replaced on 10<sup>th</sup> August 2007.

**22. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public who had given notice of wishing to speak.

**23. BOWLING CLUB**

The Bowling Club lease was discussed briefly and it was noted the Bowling Club Committee would be discussing the increase in rent at the end of August. The Clerk was instructed to contact the Treasurer to suggest the Club applies for a refund as their buildings insurance was being covered by another company. The Club would have to pay the premium for its portion of the insurance as it had already been paid on their behalf. It was suggested members obtain quotes for the contents insurance.

**24. COMPARISON OF FIRST QUARTER EXPENDITURE AGAINST BUDGET**

The Chairman reported the Council had under budgeted for street cleaning but hoped to make savings elsewhere. It was noted there were funds held on reserve.

**25. AES PERIODICAL ELECTRICAL INSPECTION OF THE SPORTS AND SOCIAL CLUB**

The Committee discussed the quotation for a periodical inspection and various other works. Due to the nature of the work, Cllr Noble PROPOSED it should be carried out as a matter of urgency. This was seconded by Cllr. Mrs. Watson and the Clerk was instructed to ensure AES Electrical completed the work as soon as possible.

**26. PYTHONS ANNUAL RENT**

Members were pleased to hear that the Pythons Junior Football Club had expanded and now had four new teams from Under 7s to Under 10s. Whilst wishing to encourage the young players, it was felt there should be an increase in rent to reflect the extra facilities required. After a brief discussion, it was AGREED the rent for 2007/2008 should increase from £80.72 to £100. The Clerk was instructed to advise the Pythons treasurer accordingly.

**27. ASSISTANT CLERK TERMS AND CONDITIONS**

It was noted that the new EU WTD stated minimum holiday should be 24 days with effect from 1<sup>st</sup> October 2007. The new Assistant Clerk was also to be offered the statutory Bank Holiday hours pro rata. The Clerk advised the appointment would be advertised in the forthcoming newsletter and on the noticeboards. It was hoped to interview applicants the first week of October.

It was also suggested some members of staff should be issued with Identity Cards, if their work involved dealing with play areas or the Multi-Sports Facility.

**28. ADDITIONAL ITEMS**

**28.1 Bank Reconciliation for June 2007**

Members received a copy of the Bank Reconciliation report for June 2007.

**28.2 Temporary Cover for the Cleaners whilst on holiday**

It was suggested Lisa Richards, who runs the Multi-Sports Facility, should be approached to see whether she would be willing to work extra hours cleaning the Sports and Social Club, as she was already a member of staff. The Clerk was instructed to contact her to ascertain whether she wished to undertake these duties.

**28.3 Fire Risk Assessment**

The Clerk was instructed to speak to a member of the Social Club Committee to see whether a Fire Risk Assessment was in place. If not, HDC were to be approached for assistance.

**28.4 Small Changes in Policy**

The Committee agreed to request full Council to approve that all members should be addressed as Councillor. This was also to be reflected in the Minutes of the meetings.

**29. CORRESPONDENCE**

**29.1 WSCC Cycle Stands**

Members noted WSCC were to supply Cycle Stands to Parish Councils. The Committee instructed the Clerk to request one for the Sports and Social Club and another for Nutbourne Common Recreation Ground, to encourage visitors to cycle, rather than drive.

**30. URGENT MATTERS RAISED BY COUNCILLORS**

One Councillor wished it minuted that the Clerk is doing a sterling job and applauds the innovation she brings to the Council. The Clerk was also thanked for her cheerfulness and approachability.

A Councillor asked for an update on the ruts on the Recreation Ground. The Clerk advised Jamie Thompson had been recommended by HDC Parks Department and had been contacted on the day following the meeting of Recreation and Open Spaces when the matter had been raised. Two telephone calls and five emails later, a quotation had been received and accepted. The Councillor advised members that a good percentage of the Clerk's work was chasing contractors and other local government departments for responses. The Clerk advised that the Byelaws signs were in the hands of the printers, who were aware of all the requirements and also that the matter was urgent.

**31. PAYMENTS**

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

Candela Consulting	£299.63
Burgess & Randall	£13.70
Arun Mowers	£111.17
Pulborough Social Centre	£60.00
J Randall	£450.03
Wightman & Parrish	£20.49
Travis Perkins	£77.70
Pulborough Sports & Social Club	£300.00

***The meeting closed at 9.10pm***

.....CHAIRMAN

.....DATE