

PULBOROUGH PARISH COUNCIL
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MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 11th October 2007 AT THE SPORTS PAVILION

PRESENT: Cllr. Kiverstein (Chairman), Cllr. Mrs. Black (Vice Chairman),
Cllrs. Mrs Barnett, Mrs Botting, Ellis, Noble, Qusted, Mrs
Roberts and Mrs Watson.

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

The meeting opened at 7.30pm

32. APOLOGIES FOR ABSENCE

There were no apologies for absence

33. DECLARATIONS OF INTEREST

There were no declarations of interest

34. MINUTES

The Committee RESOLVED to agree and approve the Minutes of the Meeting held on 9th August 2007 as a true and accurate record of the proceedings and the Chairman signed them.

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

The Clerk reported the ruts had now been repaired properly by Danny Flynn. No invoice had, as yet, been received from the company that had originally done the work.

The Clerk informed members the Byelaws signs were now up but the board at Cousins Way had been defaced and needed new lettering. Belway Signs had been approached to supply new lettering, which Danny Flynn would be using to make the repairs.

The Clerk reported that the cycle stands had been deposited with the Chairman of the Social Club, as they are to be erected outside the pavilion.

It was noted that the Chairman of Recreation and Open Spaces and the Clerk were to do a Fire Risk Assessment in November 2007.

The Committee was pleased to note the new Assistant Clerk is due to start working for the Parish Council on 29th October 2007. The identity cards for the Clerk and the MSF Administrator have been ordered.

36. ADJOURNMENT FOR PUBLIC SPEAKING

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

37. WISH LIST

The Chairman explained the Wish List served various purposes.

Firstly, HDC would take it into account when allocating developers' contributions. Secondly, WSCC would earmark developers' contributions towards transport requests from the Wish List and thirdly, if the Parish Council had any spare money from the budget, it would identify needs from the list.

The Chairman, in his role as Responsible Finance Officer, stated that the wish to clear the car park should go straight onto the budget. A Councillor read out an email from the Diocese confirming the kissing gate at the top of the East Glebe Field would be replaced. It also appeared that WSCC owned the steps at the bottom of the Field and were prepared to replace them with a slope for wheelchair users.

The cost of new allotments, to include fencing, water supply, sheds and replacing the small bridge could be added to the budget.

With regard to the playground equipment, the Clerk was instructed to inform Gary Peck and Howard Collins of HDC of a request for Section 106 funds from the Doctors' Surgery in Barnhouse Close.

The Wish List was approved by the Committee and the Clerk was instructed to send a copy to various members of HDC and WSCC and the local District Councillors and County Councillor.

38. PARISH COUNCIL DISCRETIONARY GRANTS

It was RESOLVED to use the same method of allocating grant monies as in 2006, whereby two members of the Committee studied the applications and made recommendations to the Council. Cllrs. Ellis and Noble to undertake the task were proposed by Cllr Mrs Black and seconded by Cllr Kiverstein. The motion was passed unanimously.

39. AES PERIODICAL ELECTRICAL INSPECTION OF THE SPORTS AND SOCIAL CLUB

The Committee discussed the report on the electrical inspection and agreed the Clerk should obtain three quotations for the required emergency lighting work as a matter of urgency. It was noted that only one quotation would be necessary if it was for under £1000, due to the urgency of the project.

It was also agreed the Clerk should order a sign for the meeting room door, stating "Parish Council Meeting Room".

40. BUDGET PREPARATION

The Chairman advised members there were two elements to the budget. Firstly there were the fixed costs such as salaries and street cleansing and secondly there were the exceptional costs, such as sheds for the allotments. The Chairmen of both Planning & Services and Recreation & Open Spaces were asked to let the Clerk have a list of any non-recurring items, which would be copied to the book-keeper and Cllr Kiverstein, in his role as Responsible Finance Officer.

41. PRECEPT

It was RESOLVED the precept should go up by fractionally more than inflation but this would be discussed in detail at the next meeting of the Finance & Policy Committee.

42. HOLIDAY ENTITLEMENT

The Committee discussed the new holiday entitlement laws, which came into effect on 1st October 2007 and agreed the Council was already complying with the legislation.

43. BRIGHTON AND HOVE ALBION TRAINING DAY –23rd OCTOBER 2007

The Committee was pleased to see the return of the Brighton and Hove Albion for a Training Day and discussed the request from Saxon Weald for Councillors to attend the event and the Council to provide a prize. After a brief discussion it was agreed to present a certificate and a voucher from Jim Hill, Sports Shop in Billingshurst under Section 137.

44. CORRESPONDENCE

The Correspondence is attached to these Minutes as Appendix 1.

45. URGENT MATTERS RAISED BY COUNCILLORS

A Councillor asked the Committee how the lease for the Bowling Club was progressing. The Chairman stated it would be completed very shortly. He also informed the Councillor the Parish Council held the insurable interest in the building.

46. PAYMENTS

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

L. Hoff	£56.90
EDF Energy	£221.19
DJ Flynn Services	£406.78
DJ Flynn Services	£881.25
Pulborough Social Centre	£60.00
Pulborough Social Centre	£400.00
NRG Group	£271.51
Pulborough Football Club	£24.00
L. Hoff	£25.02
SLCC Enterprises	£117.50

The meeting closed at 8.53pm

.....CHAIRMAN

.....DATE

CORRESPONDENCE

11th October 2007

1.) Allianz – Bowling Club Insurance

Members received the reply from Allianz to the query as to whether the Bowling Club’s equipment was included on the Parish Council’s policy. The Clerk was instructed to write to Allianz as a matter of urgency for a quotation to add the Bowling Club’s mower and sprinkler system. Previously copied to Committee.

2.) SALC – Notice of Subscriptions for 2008/2009

The Committee noted the subscription rate for 2008/2009. Previously copied to Committee.