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

**HELD ON THURSDAY 10<sup>th</sup> January 2008 AT THE SPORTS PAVILION**

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

**IN ATTENDANCE:** Lesley Hoff (Clerk)

*The meeting opened at 7.30pm*

**59. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**60. DECLARATIONS OF INTEREST**

There were no declarations of interest

**61. MINUTES**

It was noted that Min No. 55 should read " It was RESOLVED the precept should be increased by approximately 3%, which was arising from the additional households in the Parish and would result in a precept of £145,000." Item 57, paragraph 2 referred to Bert's Farm, not Butler's Farm. The Chairman corrected the Minutes and initialled the alterations.

The Committee then RESOLVED to agree and approve the Minutes of the Meeting held on 8<sup>th</sup> November 2007 as a true and accurate record of the proceedings and the Chairman signed them.

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

The Clerk reported a quotation had been received from EDF Energy for a lamppost to be erected in Church Place and was on the agenda of full Council for discussion. A Councillor informed members that HDC had been in contact with the Pulborough Local Action Team concerning lighting in Church Place and it was agreed the Clerk should liaise with Peter Jones from the Local Action Team.

The Clerk advised members that the Village Tree Wardens had inspected the dead oak tree at Bert's Farm and reported it was safe.

**63. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**64. ARRANGEMENTS FOR FINANCE AND POLICY COMMITTEE MEETINGS**

Cllr Kiverstein informed members he was away shortly for an extended holiday. As the Responsible Financial Officer, the Clerk could contact him in extreme emergencies and he could agree expenditure without having to get three quotes or get the authority of full Council. He felt it was necessary to elect a deputy Responsible Financial Officer to make these decisions, should any occur, during his absence.

Cllr Mrs Black proposed Cllr Noble should take this role and this was seconded by Cllr Mrs Botting. It was RESOLVED the proposal should be put to full Council for ratification at the next meeting on 17<sup>th</sup> January 2008.

As Cllr Mrs Black, who is the deputy Chairman of the Finance and Policy Committee, was able to attend the next two meetings, it was agreed no further action need be taken as she would be available to Chair them.

**65. BANK ACCOUNTS**

The Committee read a letter from the NatWest Bank in response to one sent by the Clerk complaining that the Bank had managed to lose two mandates. It was agreed the letter did not answers the Councillors' concerns and the Clerk should write again asking how they were lost and how the staff would ensure the new mandate would not also go astray. The Bank would also be asked to provide a point of contact for the Clerk and to add any lost interest for a transfer not being done when requested.

**66. CORRESPONDENCE**

There was no correspondence.

**67. URGENT MATTERS RAISED BY COUNCILLORS**

A Councillor raised the question of s106 funding for transport in Pulborough being allocated elsewhere by WSCC. After a brief discussion, the Committee was informed that Cllr Mrs Arculus (County Councillor) appreciated that no further funds should be spent on buses. The County Council had a copy of the Parish Council's Wish List and should work from that.

A Councillor asked whether three quotes had been received for the electrical work at the Sports and Social Club. The Clerk advised the quotes had been received and were on the agenda for full Council for discussion.

**68. PAYMENTS**

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

|                              |          |
|------------------------------|----------|
| Viking Direct                | £29.20   |
| P Day                        | £408.69  |
| DJ Flynn Services            | £282.00  |
| DJ Flynn Services            | £881.25  |
| Primus                       | £20.91   |
| Candela Consulting           | £286.40  |
| EDF Energy                   | £258.60  |
| Pulborough Social Centre     | £462.50  |
| Pulborough Social Centre     | £62.70   |
| JR Sports & Turf Contractors | £450.03  |
| Viking Direct                | £3.02    |
| DJ Flynn Services            | £2449.87 |
| EP Clark & Co Ltd            | £763.75  |
| EDF Energy                   | £323.73  |

***The meeting closed at 8.10pm***

.....CHAIRMAN

.....DATE