

PULBOROUGH PARISH COUNCIL
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MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 14th February 2008 AT THE SPORTS PAVILION

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

IN ATTENDANCE: Lesley Hoff (Clerk)

The meeting opened at 7.30pm

69. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kiverstein and Noble.

70. DECLARATIONS OF INTEREST

There were no declarations of interest

71. MINUTES

The Committee then RESOLVED to agree and approve the Minutes of the Meeting held on 10th January 2008 as a true and accurate record of the proceedings and the Chairman signed them.

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

Cllr Ellis referred to Min No. 62, the lighting in Church Place and asked whether members would like him to speak to Peter Jones of Pulborough Local Action Team about any progress with receiving a grant from WSCC for a street light. The Committee agreed to this course of action.

73. ADJOURNMENT FOR PUBLIC SPEAKING

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

74. PROCEDURES FOR CONTRACTORS WORKING AT THE SPORTS AND SOCIAL CLUB

Following a lengthy discussion it was AGREED that all contractors should produce a copy of their public liability and staff insurance. Cllr Qusted suggested a councillor act as project manager on each occasion and reminded members he was to be the project manager for forthcoming electrical work at the Sports and Social Club. He recommended this be used as a test case and the Committee AGREED to this suggestion. Following an accident last year, when a member of the contractor's staff had not replaced manhole covers correctly, it was decided not to use that electrical company again.

The Clerk was instructed to contact other Parish Councils to see what procedures they had in place and whether any used a disclaimer.

75. ANNUAL INCREASE IN RENT PAID TO PARISH COUNCIL

After a brief discussion, it was AGREED that the increase for the year 2008/2009 to be paid by the allotment holders and sports and social clubs should be 4.1%, in line with the Retail Price Index. It was RESOLVED this should go to full Council for ratification.

76. CLERK'S HOURS

It was noted that the Clerk was working extra hours due to having taken over the book-keeping and also the additional workload caused by the new building meetings. It was AGREED the Clerk should work full-time, being 37 hours a week, with effect from 1st March 2008. The Clerk and Assistant Clerk both agreed to take any extra hours as lieu time. It was RESOLVED this should go to the next meeting of full Council for ratification.

77. ADDITIONAL ITEMS

77.1 Bank Charges

The Clerk advised that NatWest Bank charged the Parish Council 67p per cheque that went through the account and 38p for every direct debit. The Committee agreed to keep this in mind.

77.2 Street Cleansing Grant

The Clerk reminded members that, due to the increase in the number of road in the Parish due to development, the litter picker would shortly be increasing his charges. It was noted that an increase in what the Parish Council paid for street cleansing would not automatically mean an increase in the grant paid by Horsham District Council.

77.3 Renewal of Lease for Office Photocopier

Following a brief discussion, it was RESOLVED the new lease should be for a colour copier/printer/scanner. It was noted the increase per sheet for colour copies but that only the Clerk and Assistant Clerk would have the pass number to be able to operate this facility.

74. CORRESPONDENCE

Audit Commission

Members noted that Mazars LLP had been appointed as external auditors for another five years.

75. URGENT MATTERS RAISED BY COUNCILLORS

A Councillor reported that Ray Redford had offered to run the New York Marathon to raise funds for the Parish Council's new Sports and Social Club. He would require £650 in costs but expected to raise £6000 in sponsorship. It was AGREED the Council was unable to pay the costs but the Clerk was to write to thank Mr Redford, asking whether he could find sponsorship for the costs himself.

76. PAYMENTS

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

L Hoff	£48.40
Arun Mowers	£549.75
Southern Water	£901.74

The meeting closed at 8.30pm

.....CHAIRMAN
.....DATE