

PULBOROUGH PARISH COUNCIL
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MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 13th March 2008 AT THE SPORTS PAVILION

PRESENT: Cllr Mrs Black (Vice Chairman), Cllrs. Mrs Barnett, Mrs Botting, Ellis, Noble, Quedsted and Mrs Roberts (from 7.36pm).

IN ATTENDANCE: Lesley Hoff (Clerk)

The meeting opened at 7.30pm

77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kiverstein.

78. DECLARATIONS OF INTEREST

There were no declarations of interest

79. MINUTES

The Committee then RESOLVED to agree and approve the Minutes of the Meeting held on 14th February 2008 as a true and accurate record of the proceedings and the Chairman signed them.

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

The Clerk advised that a letter had been sent to EDF Energy, asking the company why a Parish Council lamppost had been removed from Church Place. EDF Energy had also been asked to go ahead with repairs to the two remaining lampposts in Church Place.

81. ADJOURNMENT FOR PUBLIC SPEAKING

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

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

Cllr Quedsted reported on his role as project manager for the recent updating of emergency lighting in the Sports Pavilion. He stated the contractor, Martin Ireson had left the building in a clean and tidy state. He had a couple of reservations he wished to investigate but would make a full report to the Council at the meeting on 20th March 2008. The Clerk was instructed to ensure the fire risk assessment was completed as a matter of urgency.

83. REQUEST FOR FUNDING FROM PULBOROUGH COMMUNITY PARTNERSHIP

The Committee discussed the request for funding towards the Harvest Fayre, received from Pulborough Community Partnership.

Members noted the amount required had not been quantified. Reservations were raised, as other organisations which had, in the past, applied for a grant

after the closing date, had been turned down. It was seen to be impossible to make the Community partnership a special case, especially as a Parish Councillor was a member of the Harvest Fayre Committee.

It was agreed to offer the Community Partnership a loan of £100, to be repaid after the event and to remind the members to apply for a grant in September 2008 and readiness for the Harvest Fayre in 2009.

84. COMPARISON OF THIRD QUARTER EXPENDITURE AGAINST BUDGET

The Clerk apologised for the lateness in receiving the report, explaining the book-keeper had not had time to do it before resigning at the end of January 2008. It had therefore not been ready in time for the February meeting of the Finance and Policy Committee. The Assistant Clerk had spent a long time completing the report and the Committee sent its congratulations and thanks to her for all her hard work.

It was agreed that everything appeared to be in order.

85. PARISH COUNCIL ALLOWANCES

The Chairman brought it to the attention of members that the Councillors were allowed to claim £460 as an allowance for all the work they undertook. This was put before the Committee as it was a policy decision.

Cllr Noble proposed that the Parish Council should adopt the option of no allowance paid to members other than mileage and repayment for any stationery. This was seconded by Cllr Ellis and it was RESOLVED it should go before full Council for ratification at the meeting on 20th March 2008.

86. RENEWAL OF INSURANCE

The Committee noted the Parish Council's insurance was due for renewal in June 2008 and written confirmation of the Council's policy concerning contractors visiting the Pavilion was required.

It was agreed the Clerk should confirm that no contractors were to be invited on site without the knowledge of the Parish Office; a project manager would oversee all work and require evidence of the contractor's Health and Safety documents and would then check the site before the contractor left the premises. A risk assessment had been done on all the Council's property and a risk register was held in the office and regularly updated.

It was agreed the Parish Council should stay with Allianz.

87. CORRESPONDENCE

The Correspondence is attached to these Minutes as Appendix 1.

88. URGENT MATTERS RAISED BY COUNCILLORS

Cllr Ellis reported he would attend the AGM of the Community Care, if no one else was able to go.

89. PAYMENTS

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

DJ Flynn Services	£881.25
DJ Flynn Services	£63.45
Burgess & Randall	£10.00

Cleaver Tree Surgery	£722.62
HDC	£496.01
L Hoff	£189.12
HDC	£275.87
HDC	£210.80
EDF Energy	£1619.13

The meeting closed at 8.25pm

.....CHAIRMAN

.....DATE

CORRESPONDENCE

13th March 2008

1. **Email from the Duck Race Committee**
Members stated the Duck Race Committee should take advice from its insurers for the amount of Public Liability Insurance it would need. It was also recommended the Committee take out a separate insurance to cover any damage that might occur to the Recreation Ground.
2. **HDC – Trade Refuse Increases**
The Committee noted the increase in the trade refuse charges. Copied to Committee.
3. **New LGPS – Reviewing Contribution Bandings**
Members confirmed the Parish Council wished the review of contribution rates for the Local Government Pension Scheme to occur annually in April.