

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 11th September 2008 AT THE SPORTS PAVILION

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

IN ATTENDANCE: Lesley Hoff (Clerk) and one member of the public.

The meeting opened at 7.01pm

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Clarke.

13. DECLARATIONS OF INTEREST

Cllr Mrs Roberts declared an interest in agenda item 5, the discussion on the allotment leases, as she is on the waiting list for an allotment.

14. MINUTES

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

15. THE CLERK'S REPORT

The Clerk reported that examples of the new letterhead had been received and would be on the next agenda for discussion.

16. ADJOURNMENT FOR PUBLIC SPEAKING

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

17. ALLOTMENT LEASES

Members held a lengthy discussion on the new wording for the leases.

It was RESOLVED that the lease for 2008/2009 should be sent to the allotment holders with just the alteration of the annual date to read first of October instead of 1st April. A draft copy of the proposed lease to start in October 2009 should be sent to all the allotment holders, together with a covering letter inviting comments within 30 days. The Clerk was instructed to ensure this was carried out before 1st October 2008.

As it was proposed to charge allotment holders by the square metre, the Chairman offered to measure each allotment with the help of a Councillor and a member of the Allotment Society. This work would occur in October/November 2008, with the allotment holders receiving 30 days notice.

18. GROUNDSMAN'S PAY IN SEPTEMBER

The Groundsman's pay was discussed by the Committee.

19. HANGING BASKET BRACKETS

Members received the recommendation of the Planning and Services Committee to purchase hanging basket brackets from Storrington and Sullington Parish Council for £75. The Committee RESOLVED the purchase should go ahead.

20. LEAFBLOWER

The Committee received the request from the Groundsman to provide a leaf blower. After a short discussion, a Councillor agreed to ascertain the cost of a leaf vacuum in time for the next meeting of the Committee on 9th October 2008.

21. STREET LIGHTING CONTRACT

Members received the answers to the queries put to WSCC regarding the street lighting contract and were pleased with the result. The Clerk was instructed to thank Richard Bird, WSCC for his swift response and to ask to be kept informed with regard to the tendering of the street lighting contract.

22. LEGAL AND FINANCE UPDATE

The Committee received notification of a training session for Councillors and Clerks on legal and financial matters. It was agreed that three Councillors and the Clerk should attend.

23. WAGES AND SALARIES CURRENT ACCOUNT

The Chairman explained to the Committee that a separate wages and salaries account had been set up with the bank for reasons of confidentiality, when a book keeper was employed by the Parish Council. As the payment of salaries was now outsourced to WSCC, only one cheque was required each month and this was paid from the main current account. This method meant the Council still maintained internal control but the wages and salaries account was now dormant.

It was RESOLVED the bank should be instructed to close the wages and salaries account.

It was also noted that the minimum wage was to increase to £5.73 with effect from 1st October 2008.

24. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

A Councillor advised that the Community Partnership required the Parish Council's backing to use s106 funding for the purchase and erection of Christmas lights. It was agreed this would go onto the next agenda for discussion.

25. CORRESPONDENCE

The Correspondence is attached to these Minutes as Appendix 1.

26. PAYMENTS

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

Mazars	£646.25
DJ Flynn Service	£907.10
DJ Flynn Services	£371.30
AiRS	£32.00

Pulborough Social Centre	£60.95
JR Sports Turf	£472.53
Travis Perkins	£78.57
Arun Mowers	£200.17
WSCC Payroll	£4104.00
L. Hoff	£110.90

The meeting closed at 9.01pm

.....CHAIRMAN

.....DATE

CORRESPONDENCE

11th September 2008

1. EDF Energy

Members noted in a letter from EDF Energy, received 29 August 2008, that prices increased for gas and electricity on 25th July 2008.