

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 12th February 2009, 7.30pm AT THE SPORTS PAVILION

PRESENT: Cllr Kiverstein (Chairman), Cllrs. Mrs Barnett, Mrs Black, Mrs Botting, Ellis, Jolliffe, Qusted (until 9.29pm) and Mrs Roberts.

IN ATTENDANCE: Cllr Clarke and Lesley Hoff (Clerk)

The meeting opened at 7.36pm

74. APOLOGIES FOR ABSENCE

There were no apologies for absence as all members were present.

75. DECLARATIONS OF INTEREST

Cllr Qusted declared an interest in agenda item 5, the Bowling Club lease as he is Treasurer of the Bowling Club. It was RESOLVED to move agenda item number 5(bowling Club letter) to after agenda item number 12 (Parish Office).

76. MINUTES

The Committee then **RESOLVED** to agree and approve the Minutes of the Meeting held on 15th January 2009 as a true and accurate record of the proceedings and the Chairman signed them.

77. THE CLERK'S REPORT

The Clerk had nothing to report.

It was noted that the measuring of the allotments would be undertaken when the weather improved

78. ADJOURNMENT FOR PUBLIC SPEAKING

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

79. SAVINGS ACCOUNTS

The Chairman advised he had researched various savings accounts and advised members of the rates available.

Following a lengthy discussion, it was AGREED that in the first instance, the Chairman should meet Robin Skilton, the NatWest Senior Business Manager to see whether he could offer a good interest rate. The Clerk was instructed to arrange a meeting as soon as possible.

80. STREET LIGHTING CONTRACT

The Chairman informed members he had studied the quotations for the maintenance of the street lighting from both WSCC and Southern Electric and explained the different packages. After a full discussion, it was RESOLVED to recommend to full Council that the quotation from WSCC should be accepted, as it was the better deal.

81. ACCOUNTING SYSTEMS

The Clerk advised the Committee that she and the Deputy Clerk had visited Southwater Parish Council and North Horsham Parish Council for demonstrations of the Scribe and RBS Omega accounting systems.

Following a brief discussion, it was AGREED that appointments should be made for Cllrs. Kiverstein, Clarke and Qusted to visit these Parish Councils for demonstrations and the Clerk was instructed to arrange this.

82. VAT

Members received and noted the contents of the Deputy Clerk's report on VAT.

83. QUARTER 3 EXPENDITURE V BUDGET

The Committee discussed the Quarter 3 Expenditure versus Budget in detail.

It was RESOLVED that the earmarking of funds for the repairs to the car park should be an item on the next agenda of the Finance and Policy Committee.

A Councillor stated she had had a meeting with representatives of the Football and Cricket Clubs, who wanted the area outside the sheds to be concreted. Due to the cost that would be involved, alternatives were suggested. The Clerk was instructed for obtain prices of rubberised matting from Fieldmark of Cranleigh.

A Councillor asked why refuse collection appeared under Recreation and Open Spaces and Highways budgets but the funds had not been used. The Clerk was instructed to ascertain the reason.

84. COMMUNITY COHESION WORKING GROUP

Cllr Ellis reported that it was now felt it was a co-ordinator that was needed to bring all the different groups together, rather than another Working Group. He felt the Parish Council should be involved with support on the administration side and also because of its links with HDC and WSCC. He admitted to having a person in mind who may volunteer to take on the role of co-ordinator.

After a lengthy discussion, Cllr Kiverstein put forward the proposal that Cllr Ellis approach the individual and ask them to attend the next meeting of the Finance and Policy Committee. Cllr Ellis would prepare an outline mandate for the role and the Parish Council could use the Annual Parish Meeting as an open forum for residents to volunteer to help the community.

85. PARISH OFFICE

Members noted that the Parish Office staff were purely reactive and extra staffing hours were needed to allow them to become more professional and proactive. It was RESOLVED that the Deputy Clerk's hours were to be increased to 22.5 per week as soon as possible. The Clerk was instructed to find the cost of an inexpensive laptop for use in the Office. Cllr Mrs Black proposed the motion to increase the Deputy Clerk's hours, it was seconded by Cllr Mrs Botting and passed unanimously.

It was also RESOLVED to increase the Clerk's delegated spend in an emergency to £500 and the Standing Orders were to be amended accordingly. The Clerk would report of any spending under delegated authority to the next full Council or Committee meeting.

86. BOWLING CLUB LETTER
Cllr Queded left the meeting at 9.29pm

The Committee received a draft copy of a letter from the Chairman in response to a letter received from the Bowling Club. Councillors made a few amendments and the Clerk was instructed to send the letter and to prepare a draft lease in time for the next meeting of the Finance and Policy Committee.

87. CORRESPONDENCE

The Correspondence is attached to these minutes as Appendix 1.

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

There were no matters raised by Councillors.

Cllr Mrs Botting advised members that Mary-Ann Edwards would be attending the Parish Council's next meeting with Paul Addison on 2 March 2009 at 10am.

Councillors were invited to send in any questions for Mary-Ann or were welcome to come along to the meeting.

89. PAYMENTS

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

L Hoff	£23.02
WSCC	£5184.68
Pulborough Social Centre	£61.75
Pulborough Social Centre	£34.14
Mrs Hutcheson	£50.00
Anderson Electrical	£60.35
Arun Mowers	£306.48

The meeting closed at 9.37pm.

.....CHAIRMAN

.....DATE

CORRESPONDENCE

12th February 2009

1. Inland Revenue

Members received a Notice of Penalty Determination for £700 and noted the Clerk had sent an appeal against the incurred penalties.

2. Communities in Control - Real People, Real Power; Code of Recommended Practice on Local Authority Publicity – A Consultation

The Committee received details of the consultation document and noted a reply was required by 12th March 2009. Cllr Ellis took the document to study in his role as a member of the Communications Team.