

PULBOROUGH PARISH COUNCIL
Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING

HELD ON THURSDAY 9th July 2009, 7.30pm AT THE SPORTS PAVILION

PRESENT: Cllrs. Kiverstein (Chairman), Ellis, Jolliffe and Roberts

IN ATTENDANCE: Lesley Hoff (Clerk)

The meeting opened at 7.34pm

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs Black, Clarke and Qusted.

19. DECLARATIONS OF INTEREST

There were no declarations of interest on any agenda item.

20. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meetings held on 11th June 2009 and 18th June 2009 as a true and accurate record of the proceedings and the Chairman signed them.

20.1. THE CLERK'S REPORT

The Clerk advised that contractors have been offered the post of Grounds maintenance at £10 per hour for 20 hours a week. This meant that no sick pay, holiday pay or contributions will be needed and the contractors will cover holidays and sickness within their company.

The Clerk informed members that the Annual Accounts were signed at full Council on 18th June 2009 and completed and signed by the internal auditor on 23rd June 2009. The Accounts and required documents were sent to Mazars for 30th June 2009.

22. ADJOURNMENT FOR PUBLIC SPEAKING

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

23. DIRECT DEBITS

The Committee noted the savings if regular payments were met by direct debit. It was **AGREED** to pay both HDC for trade refuse collection and BT by this method. Any requiring meter readings, such as water and electricity would still need to be paid by cheque.

The motion was proposed by the Chairman, seconded by Cllr Ellis and passed unanimously.

RESOLVED: to pay invoices by Direct Debit unless a meter reading was required.

24. QUALITY COUNCIL WORKING GROUP

In the absence of the Chairman of the Quality Council Working Group, it was agreed this item should be deferred to the meeting of full Council on the 16th July 2009.

25. NEW DOORS FOR PAVILION

The Clerk advised members that the Recreation and Open Spaces Committee had chosen a quotation for new doors from five submitted. A couple of days later, a cheaper quotation had been received and the Committee were asked to make a decision between the one already chosen and the later quote.

The Chairman proposed the cheaper quotation should be recommended to full Council. This was seconded by Cllr Ellis and passed unanimously.

RESOLVED: to recommend the acceptance of the quotation from Southern Counties to full Council.

26. COUNCILLORS' REPORTS FROM SURGERIES

Cllr Kiverstein thanked Cllrs Ellis and Jolliffe for running the recent surgery at very short notice.

The Committee studied the feedback form from the most recent surgery.

The Clerk was instructed to reply by letter to every member of the public who had a query for the Councillors. The Clerk asked that contact details be recorded to make this possible.

It was then suggested that surgeries in different locations be tried to enable a wider range of residents to have access to the Councillors.

The Clerk was instructed to approach Sainsbury's, Tesco and the Pulborough Medical Group to see whether the occasional surgery could be held on their premises. It was also suggested the Council purchase a portable display board and the Clerk was asked to ascertain the cost.

27. ENERGY PROVIDER

Following a lengthy discussion, it was AGREED to obtain new quotations in September, in time for the next meeting of the Finance and Policy Committee, when the Clerk would supply the last four invoices for comparison.

28. TERMS OF REFERENCE

The Members discussed the terms of reference for the Finance and Policy Committee at length. It was AGREED item 13 should be removed from the terms of reference for all Committees.

The Clerk was instructed to obtain a model of the Standing Orders from the National Association of Local Councils but only refer back to the Committee if there were any discrepancies.

29. RISK REGISTER

The alterations to the risk register, following the discussions at the April 2009 meeting of the Finance and Policy Committee, were noted.

30. PARISH COUNCIL POLICY DOCUMENTS

The Committee studied the Parish Council Policy documents as required by the Freedom of Information Act Publication Scheme.

The Clerk was instructed with ensuring all staff had a job description and to obtain a copy of the HDC pre-employment medical questionnaire.

The Chairman asked that every Councillor was given copies of the policies for information purposes. He then proposed the policies be adopted and this was seconded by Cllr Mrs Roberts and passed unanimously.

RESOLVED: to adopt the policies required by the Freedom of Information Act Publication Scheme.

31. BANK RECONCILIATION

Members received the bank reconciliations for May and June 2009. It was noted the 1st Quarter Income and Expenditure report would be on the next agenda for this Committee and also for the Recreation and Open Spaces Committee.

32. PUBLIC WORKS LOAN BOARD

Following a long discussion on the Public Works Loans Board, the Clerk was instructed to obtain an application form and other details for a loan to pay for the refurbishment of the Pavilion.

33. LIGHTING IN THE "CINDER PATH"

Members noted that WSCC Street lighting Department had requested £2000 from the Parish Council towards the cost of lighting to make Footpath 2327 safer. As no provision had been made in the budget, the Clerk was instructed to apply for s106 funding from HDC.

34. CORRESPONDENCE

The Correspondence is attached to these minutes as Appendix 1.

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

There were no matters raised by Councillors for inclusion on the next agenda.

36. PAYMENTS

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

S Norman	£24.99
WSCC	£6622.21
Winstonmead	£21.59
Arun Mowers	£853.52
Harwoods	£39.82
Pulborough Social Centre	£524.25
SALC	£75.00
PD Plumbing	£405.00

The meeting closed at 9.05pm.

.....CHAIRMAN

.....DATE