

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

**MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING**  
**HELD ON THURSDAY 10<sup>TH</sup> SEPTEMBER 2009**  
**AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Kiverstein (Chairman), Mrs Black, Ellis, Jolliffe, and Qusted

**IN ATTENDANCE:** Sarah Norman (Clerk).

*The meeting opened at 7.31pm*

**37. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Clarke and Mrs Roberts.

**38. DECLARATIONS OF INTEREST**

Cllr Qusted declared a personal interest in item 15, as he is currently Treasurer of the Bowling Club.

**39. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 9<sup>th</sup> July 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**The Clerk's Report**

The Clerk reported that the new doors to the Pavilion had now been fitted.

Regarding the Terms of Reference, the Modal of the Standing Orders and Financial Regulations from the National Association of Local Councils is due to be updated shortly and will be included in the updated Clerk's Manual.

It was also noted that alternative venues for Councillor Surgeries continue to be sourced.

Cllr Ellis reported that he had asked the Parish Office to ascertain whether a further light could be installed along Cinder Path to improve lighting. However, on further inspection it appeared that the number of lights was sufficient but trees were simply obscuring them and if cut back, the lighting would be adequate.

**40. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**41. FINANCIAL DATA**

The Committee received and accepted the Income & Expenditure report for the 1<sup>st</sup> quarter of the year. The Bank Reconciliations for June & July had been copied to the Committee previously and the Clerk also distributed the Reconciliation to August 2009.

It was AGREED that that monthly Bank Reconciliations and Monthly Income & Expenditure reports would be distributed to members of the Finance Committee only.

It was noted that at the end of the first quarter, expenditure in some cost centres had exceed 25%. However, it was felt that as some charges were annually payable at the beginning of the year this could distort the figures and the half year report at the end of September would be more indicative of the actual situation.

It was noted that spending under Recreation "Other" was far in excess of budget. The Clerk advised that this was due to several one off and unexpected purchases such as the new gate to the Main Recreation Ground and the heavy duty fencing along the boundary of the Main Recreation Ground and Chestnut Walk.

It was therefore **RESOLVED** that these exceptional items be reallocated against the Contingency Cost Centre.

#### **42. EARMARKED FUNDS**

The Council considered the current levels and allocations of earmarked funds as previously circulated. It was AGREED that the current reserves of £2700 for the new allotments may still be needed and should remain unchanged.

It was noted that the Budget for 2009/10 does allow for £2500 to be earmarked for the resurfacing of the Multi Sports Facility, although this would not be required for a further 18 months to 2 years.

It was therefore **RESOLVED** that a recommendation be made to Full Council that this £2500 be transferred across to the earmarked funds account immediately.

A discussion followed regarding the amounts in the 2009/10 Budget for both the Pavilion Rebuild and New Playground Equipment and it was AGREED that these remain unchanged as they will probably be used during the current year.

The issue of earmarking funds specifically for training was then discussed. The Committee felt that the levels of funds required were not sufficiently large enough to warrant earmarking.

The Chairman requested that this item be placed back onto the Agenda in February to ensure, where necessary, all funds are transferred into the earmarking account before the end of the year.

#### **43. STAFF SALARIES**

The Committee received the schedule of salaries (previously circulated) for the new office staffing strategy and noted the reduction in the overall salaries of just under £4000 per annum.

#### **44. INTERNAL AUDIT**

The Internal Auditor's Final Report for the 2008/09 year and been previously circulated and the Chairman commended the office staff for the efforts resulting in such a clean report.

#### **45. FINANCIAL DATA REQUEST**

The Council received the request from East Preston Parish Council for a copy of the Income & Expenditure and Balance Sheet for 2008/09. The Committee had no objection to this information being released as it is in the public domain anyway and it was AGREED that the Clerk forward a copy of the relevant pages through to them.

#### **46. PUBLIC WORKS LOAN BOARD**

The Chairman advised that having considered the notes and application form from the Public Works Loan Board, before an application can even be submitted, a Sanction Letter must be obtained from the National Association of Local Councils. It was therefore AGREED that the Clerk contact the Sussex Association of Local Councils to ascertain the procedure for obtaining such a letter and what information would be required.

#### **47. WEST SUSSEX COUNTY COUNCIL STREET LIGHTING CONTRACT**

The Committee referred to the letter from Richard Bird at West Sussex County Council confirming that the cost would not exceed £31 per unit. It was therefore **RESOLVED** that the Council's participation in this scheme be confirmed.

#### **48. ENERGY PROVIDER**

The Clerk distributed a schedule showing the quotations of energy costs from various providers. It was noted that many of the rates offered are only guaranteed for 1 or 2 days and therefore a quick decision is required. It was AGREED that, due to the annual sums involved, the Committee were unable to make an instant decision and the matter should be referred to Full Council who may give the Clerk a mandate to secure the best deal available without further reference. This item should therefore be placed on the Full Council Agenda for the October meeting.

#### **49. FINGERPOSTS**

The Committee discussed the issue of the refurbishment of the fingerposts. It was noted that this expense was not included in the current budget and was not of sufficient urgency that Contingency funds could be utilised. It was therefore AGREED that this item be considered when the budget is prepared for the 2010/11 year.

#### **50. INFORMATION BOARDS**

After a discussion about the necessity of these boards for the Councillors' Surgeries, it was felt that this was dependent on the location. It was therefore AGREED that a decision on this matter be deferred until details of future venues, such as Sainsburys, Pulborough Medical Group etc, were more certain.

#### **51. BOWLING CLUB LICENCE**

Whilst it was felt that the document is near to its final draft, the Chairman requested that confirm be sought from Anderson Longmore & Higham as to whether any amendment to the original Covenant is required to remove the requirement of the Parish Council to maintain the grounds.

The Clerk is to ascertain this and the item be referred back onto the next Agenda.

#### **52. DEFERRAL OF BUSINESS RATES**

The Clerk referred to the letter from Horsham District Council regarding the potential to defer rates for 1 year. It was felt that this was more applicable to local tradesmen and therefore it was **RESOLVED** that no application to defer rates be made.

#### **53. PRE-EMPLOYMENT QUESTIONNAIRE**

The Committee considered the sample questionnaire as used by Horsham District Council and AGREED that such a questionnaire was not suitable for the Council's Recruitment Policy.

It was therefore **RESOLVED** that the reference to this Questionnaire be removed from the Staff Recruitment Policy.

**54. FREEDOM OF INFORMATION ACT**

The Committee received details of Class 6: Lists and Registers under the Act.

**55. WATER RATES**

The Clerk advised that she would be unable to apportion the rates between the various clubs, as the meters had not been installed for the full 6 months of the bill period.

**56. REPORT ON SPORTS AND SOCIAL CLUB REFURBISHMENT**

The Sub Committee had met and discussed the way forward. The next step would be to have a Bill of Quantities prepared, detailing exactly what works are required, which could then be used in the tendering process. A discussion ensued questioning whether three quotes should be obtained as to the cost of such a report. It was then AGREED that the Clerk should ascertain from Dickin & Co the fixed price cost of producing such a document, Once this information is received, another meeting of the Sub Committee should be held to decide whether further quotes are required.

The problems with the Drains was raised and the Clerk reported that the previous Clerk and been unable to make any progress in this regard. It was noted that previous exploration of the drains had been undertaken and the report from this was to be retrieved. It was AGREED that the Clerk contact Southern Water and West Sussex County Council once again, asking for advice as to how to solve this problem.

**57. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

**58. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

The necessity of the Incoming Post Log is to be placed onto the next Agenda.

**59. PAYMENTS**

**RESOLVED:** that the payment of the following Direct Debits and Cheques be approved and signed:

Nat West Bank	Bank Charges	£24.42
PWLB	Loan Repayment	£6049.15
Eyelevel Design	Letterheaded paper	£310.06
Primus Communications	Telephone	£5.77
Pulborough Social Centre	Room Hire	£61.75
Arun Mowers	Tractor Service	£41.40
Harwoods Garage	Petrol	£18.54
J R Sports Turf	Bowling Green Maintenance	£462.47
S R Brierley	Works to Allotments	£466.90
Viking Direct	Stationery & Stamps	£112.16
WSCC	Payroll	£6272.15

***The meeting closed at 9.40pm***

.....Chairman

.....Date