

**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 EXTRAORDINARY MEETING OF THE FINANCE & POLICY  
COMMITTEE HELD ON THURSDAY 19<sup>th</sup> NOVEMBER 2009  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Kiverstein (Chairman), Mrs Black, Clarke, Ellis, Jolliffe, Qusted & Mrs Roberts.

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

*The meeting opened at 6.30pm*

**88. APOLOGIES FOR ABSENCE**

There were no apologies for absence .

**89. DECLARATIONS OF INTEREST**

There were no declarations of interest on any agenda item.

**90. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**91. BUDGET AND PRECEPT FOR 2010/11**

The Clerk had already circulated the forecast expenditure for 2009/10, a draft budget based on this expenditure and accompanying notes which are attached as Appendix 1.

Cllr Mrs Black noted that as the final payment for the Public Works Loan Board was in March 2009, the £12,000 that had been budgeted for this item in previous years, would now be allocated towards the reserves for the refurbishment of the Sports Pavilion. Cllr Mrs Black expressed some concern about reallocating such a large sum of money without more consultation with residents. A discussion ensued and it was noted that the Parish Council not only had a responsibility to raise the precept and spend this money wisely but also to maintain the Parish's assets such as the Pavilion building. The Clerk advised that a reduction of £12,000 in the precept would save a band D property 43 pence per month. It was agreed that it would be necessary to raise a loan from the Public Works Loan Board in the future to fund the refurbishment and that any extra funds that could be reserved in the meantime would reduce the amount of loan that would be required. It was AGREED that this issue would be highlighted in the Finance Report of the Annual Parish Meeting in May 2010.

It was felt that the budget for Gas & Electricity at the Pavilion of £4,000 would be inadequate and would need to be increased to a level closer to that of the projected actual for 2009/10. It was also noted that there would be a substantial amount of investment needed at the Rectory Close playground over the next 5

years. The Recreation & Open Spaces Committee had a list of projects that require funding which totalled £12,400 as detailed in Appendix 1. The Clerk distributed a 5 Year Plan on projects and it was AGREED that this should be looked at in more detail in the New Year.

It was felt that any increases in the Parish Precept should be kept to an absolute minimum. The Clerk advised that both Billingshurst and West Chiltington Parish Councils were to have a 0% increase this year.

Unfortunately, despite several chasers to Horsham District Council, the Band D Equivalent figure had still not been forthcoming and therefore the actual amount of precept could not be calculated. The Clerk advised that there may be a small increase in the number of houses and would almost certainly not be a decrease.

It was therefore suggested that that Parish Precept per household remain unchanged in 2010/11. It was noted that the figure for 2009/10 for a Band D house was £64.64 and this should therefore be the same for 2010/11. It was AGREED that should the number of houses increase then any extra precept would be allocated and should there be a reduction in the number of houses, then the Council's general reserves would have to be utilised.

It was therefore proposed that the prepared Budget, with the amendment to the Gas & Electricity be accepted and all were in favour.

**RESOLVED : Budget for 2010/11 as per Appendix 2 be accepted.**

It was then proposed that a recommendation be made to Full Council that the Parish Precept per house increase by 0% for 2010/11 with the Band D figure staying at £64.64 with 6 in favour and 1 abstention.

**RESOLVED: A Recommendation be made to Full Council for a 0% increase in the Parish Precept per house figure.**

**92. BACKDATED PAY AWARD FOR PREVIOUS CLERK**

The Chairman explained that the Clerk was paid in accordance with the National Association of Local Councils payscales and the pay increase for 09/10 of 1% per annum had not been agreed until after the previous Clerk, Lesley Hoff had left. The increase is backdated to April 2009. All members AGREED that the Council was obliged to arrange for the increase for the period 1<sup>st</sup> April to 4<sup>th</sup> September to be paid.

**RESOLVED: To pay Mrs Lesley Hoff the 1% increase from 1<sup>st</sup> April to her date of leaving of 4<sup>th</sup> September.**

***The meeting closed at 7.11pm***

.....Chairman

.....Date