

PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 8th APRIL 2010
AT THE SPORTS PAVILION**

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

IN ATTENDANCE : Sarah Norman (Clerk).

The meeting opened at 7.28pm

135. APOLOGIES FOR ABSENCE

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

136. DECLARATIONS OF INTEREST

There were no declarations of interest on any agenda item.

137. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 11th March 2010 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

The Clerk advised that as requested at the last meeting a letter had been sent to Martin Brightwell at Horsham District Council who had confirmed that they would not assist with the cost of the repairs to the drains at the Recreation Ground. Mr Brightwell did suggest that both Southern Water and WSCC be contacted to request financial assistance as the former was currently charging the residents of Rector Close for surface water drainage and the latter as it is water from the WSCC Highway that is running into the drain. As yet no response had been received from either party.

The Clerk was asked for an update of the Licence/Lease situation and advised that the Deputy Clerk had finalised the documents for all of the Sports Club and the Social Club. However, the issue of water still needed to be resolved and a relevant clause included in the agreements. A meeting has been arranged with representatives of all the clubs to agree how to move forward with this.

138. ADJOURNMENT FOR PUBLIC SPEAKING

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

139. WORKS TO EXTERIOR OF PAVILION

The Clerk referred members to the letter received from Lyndon Knight with details of costs for repainting the exterior fascias of the Pavilion. The Clerk

had written to Mr Knight to request a more accurate figure as it was not possible to make a decision on the estimates provided. It was AGREED that any works should be kept to a minimum and only the fascias visible from the ground should be painted – not the entire building.

The Committee AGREED in principle to the works subject to a firm estimate of the costs involved.

140. TREE WORKS AT BOWLING GREEN

The Clerk advised that a request had come through the Recreation & Open Spaces Committee for the removal of a small elm and reduction of a holly tree at the Bowling Green. The reason for this is that these trees cast a shadow over the green which is affecting the playing surface. Members received the quotation of £200 from George Potbury for the works and removal of debris. Cllr Kiverstein proposed the acceptance of the quotation and this was seconded by Cllr Ellis with all in favour.

RESOLVED: To proceed with works to trees at Bowling Green as per quotation by George Potbury of £200 plus VAT.

141. STANDING ORDERS

The Committee received a copy of the new modal Standing Orders recently circulated by SALC, together with a copy of the existing orders annotated to compare the two documents. A lengthy discussion ensued as to the necessity of having new Orders and their relevance to smaller Parish Councils. Cllr Jolliffe subsequently proposed that a recommendation be made to Full Council to adopt the new version subject to the following amendments (insertions/changes shown in **bold**):-

1(e) be amended to read “The **total** period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed **thirty** minutes.”

1(f) be amended to read “Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than **five** minutes or **ten** minutes if he/she is speaking on behalf of others such as residents group.

1(z) should be deleted.

3(b)(i) should include the option to serve a summons to Councillors electronically. It was noted that a Resolution will need to be passed to permit this.

3(b)(xv) should have the phrase “in a book” deleted.

3(b)(xvi) should be deleted.

5(a)(xvii) should read “To authorise payment of monies up to **£1,000.**”

6 (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (r), (s) and (t) should be deleted.

8(b) and (c) should be deleted.

25 should include a brief summary of the definition of the Power of Well-Being.

27(b) should refer to “. . . the Chairman of the **Finance & Policy** Committee.”

30(b) should refer to “. . . works with an estimated cost of **£50,000** shall proceed . . .”.

31 should be replaced in its entirety with the Code of Conduct on Complaints from the existing Standing Orders.

This proposal was seconded by Cllr Queded and carried with 4 in favour and 2 abstentions.

RESOLVED: That a recommendation be made to Full Council to approve the revised Standing Orders subject to the changes noted above.

It was subsequently AGREED that all Committee should review their own Term of Reference.

142. FINANCIAL REGULATIONS

The Committee received a copy of the existing Financial Regulations and AGREED that these should continue to be attached as Appendix 1 to the new Standing Orders.

The Committee then reviewed the Regulations and whilst it was AGREED that no changes were necessary, it was felt the item 2.1 regarding Annual Estimates was not a clear and the Clerk was instructed to reword this item to refer to estimates including all income and expenditure.

143. CORRESPONDENCE

The correspondence is attached to these minutes as Appendix 1.

144. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

A Cllr requested that the cost and time implications for the Parish Council in responding to the recent Core Strategy Review by Horsham District Council be included on the next Agenda.

145. PAYMENTS

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

	£
Pulborough Social Centre	106.75
Pulborough Social centre	462.50
S Cooper	6.44
S Cooper	76.38
George Potbury Forestry Ltd	564.00
EDF Energy	490.82
Burgess & Randall Ltd	499.00

The meeting closed at 8.35pm

.....Chairman

.....Date

CORRESPONDENCE
8th April 2010

FINANCE & POLICY

Letter from Nat West Bank

Confirming action of transfer to Reserve Account on 30th March 2010.