

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

**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 8th JULY 2010
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Mrs Black, Jolliffe and Qusteded.

IN ATTENDANCE : Sarah Norman (Clerk).

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Kiverstein, Ellis & Mrs Roberts.

2. DECLARATIONS OF INTEREST

There were no declarations of interest on any agenda item.

3. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th April 2010 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Works to exterior of building - These have now been completed and bill paid. There were some concern over quality and Mr Knight has been asked to redo the rear corner of the building.

The tree works at the Bowling Green have now all been completed

4. ADJOURNMENT FOR PUBLIC SPEAKING

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

5. BANK RECONCILIATION

Members received the bank reconciliation at 30th June 2010 together with a comparison of expenditure/income against budget for the 1st quarter. It was noted that Legal Fees were already in excess of budget but this was as a result of fees being backdated to 2007. Members **AGREED** that the figures were acceptable.

The Clerk advised that the Council was obliged to carry out a tree survey in 2010 but this had not been budgeted for. One quote has been received so far with a cost of £1,000. It was **AGREED** that the Contingency Budget would be used for this exercise and the Recreation & Open Spaces Committee could determine with whom the business should be placed on this basis.

6. CODE OF CONDUCT FOR THE HANDLING OF COMPLAINTS

The Clerk advised that as a result of her recent CiLCA studies, she had been advised that the current Code of Conduct on Complaints was not satisfactory and that the modal produced by the National Association of Local Councils (NALC) should be adopted. It was noted that the new format does not drastically change the procedure but simplifies it and explains it more clearly.

RESOLVED: To accept the new Code of Conduct for the Handling of Complaints be included within the Council's Standing Orders.

7. INTERNAL AUDIT REPORT (FINAL) 2009 TO 2010

Members received the report and noted its positive comments. The Clerk confirmed that the Leases are now nearing completion and should be completed before the next meeting of the Committee in September. Cllr Quedstedt queried the inclusion of the water bills and the Clerk confirmed that a decision had been made at the last Full Council meeting that no utilities would be charged to the sports clubs for the immediate future but that this should be reviewed annually.

Members also noted the recommendation concerning the agreement of the Precept and that this had been ratified at Full Council in June. It was AGREED that whilst the budget may be drafted in November each year the confirmation of the actual precept amount will have to wait until the January meeting to allow the Band D Equivalent figures to be received from Horsham District Council.

8. NATIONAL WESTMINSTER BANK

Members received the revised charging structure and noted that this will lead to an average increase in charges each month of £5 which equates to approx 25%. The Clerk advised that the Parish Council had been on the "Item and Fee" Tariff which was a two year product that should have ended in 2005. This tariff was ending in August and therefore all customers still using it would be transferred to this Standard Tariff.

With regard to signatories and named contacts on the accounts, Cllr Jolliffe proposed that Cllr Clarke be made a signatory to the accounts and that the Clerk, Sarah Norman, be appointed the authorised contact to obtain information on the accounts. This was seconded by Cllr Mrs Black with all in favour.

RESOLVED: Cllr Clarke be a signatory on the accounts and Sarah Norman the authorised contact.

9. CHRISTMAS LIGHTS FUNDING

The Clerk advised that she had been contacted by the Community Partnership regarding funding available for Christmas Lighting. It was AGREED that additional funding is necessary for the new lighting in 2011 due the removal of Horsham District Council's grant. It was therefore proposed that the Clerk write to the Community Partnership requesting a grant of £2000 for Christmas Lighting in 2011. It was AGREED that this amount together with the £1500 available in the current year's budget will be earmarked accordingly and transferred to the Reserve Account in due course.

RESOLVED: That an application be made to the Community Partnership for a grant of £2000 for Christmas lighting.

10. VAT

The Clerk gave a summary of the current situation and the problems arising from the intended refurbishments works to the Pavilion. It was noted that under the current regime, during years where there is substantial expenditure on the Pavilion which attracts VAT, the Parish Council will be unable to reclaim any of the VAT on any expenditure at the Pavilion. The only alternative to this scenario would be for the Parish Council to register for VAT and then "Opt to Tax" users of the Pavilion i.e. the cricket club, football, Sports & Social Club. If registered, the Parish Council would also be obliged to charge VAT to users of the MSF who book less than 10 sessions at any one time (approximately 50% of all users at present book on a pay as you go basis). It was noted that if this latter option were chosen, the Parish Council would have to "Opt to Tax" for a minimum of 20 years.

After a lengthy discussion it was AGREED that the current regime should continue and the Parish Council should not register for VAT. It was noted that as a result, all costings obtained for the refurbishment would need to be inclusive of VAT as none will be reclaimed.

11. POWERS AND DUTIES

Members reviewed the Powers and Duties and AGREED that no changes were necessary.

12. CORRESPONDENCE

There were no items of correspondence.

13. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

There were no items for inclusion on the next Agenda.

14. PAYMENTS

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

	£
Pulborough Social Centre	62.95
Arun Mowers	218.55
D J Flynn	405.37
EDF	203.32
Burgess & Randall	29.95
Baltic safety products	34.12
EDF	376.64
Mrs S Norman	19.99
Pulborough Social Centre	471.75
Viking Direct	79.32
Nat West Bank	26.79

The meeting closed at 8.20pm

.....Chairman

.....Date