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PULBOROUGH PARISH COUNCIL
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MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 26th JUNE 2014 AT THE SPORTS PAVILION

PRESENT: Cllrs Clarke (Chairman), Ellis, Kipp, Quested & Tilbrook.

IN ATTENDANCE: Sarah Norman (Clerk and Responsible Financial Officer).

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE
Apologies for absence were received and accepted from Cllr E Wallace.

2. DECLARATIONS OF INTEREST
There were no declarations.

3. MINUTES
The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24th April 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT
Item 107 – S106 Funding for Lighting at Masons Way Play Area
Funding has been agreed from the Think Family agenda and the Clerk has the forms to fill in to apply

4. ADJOURNMENT FOR PUBLIC SPEAKING
There were no members of the public that had given notice of wishing to speak.

5. PARISH COUNCIL FINANCES
Members received Bank Reconciliations as at 30th April and 31st May 2014, confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

Members noted that the S&SC invoice dated 31st March 2014 had been settled on 25th June, 90 days overdue. The Snooker Club had also made a further contribution of £250 to the 2013/14 rent and the balance now still owing stood at £120.51.

6. INTERNAL AUDIT
Members received and noted the contents of the final report for the 2013/14 year and welcomed that there had been no notes of concern raised by the Auditor. Members commended the Clerk on her efforts.

7. STAFF

Members noted that there had been a sharp increase in litter on the main recreation ground in recent months and this was proving too much for the Groundsman to maintain. Members discussed and subsequently AGREED to the employment of a weekend litter picker as summarised, with pay scale of that of the Litter Warden.

RESOLVED: To employ a member of staff for 1 hour on Saturday and 1 hour on Sunday.

The contract position is to be initially for the summertime only and is to run to 31st October after which the position is to be reviewed.

All usual terms of contract will apply, pro rated for the contract term.

The Clerk advised that she has already been approached by someone willing to fill the position. Members instructed the Clerk to offer the position to this individual but if refused, to publicise the vacancy.

Members went on to discuss the problems with anti social behaviour on the main rec and highlighted the need for all incidents to be reported to the police using the non-emergency service.

Finally, whilst discussing staff pay, the Chairman enquired how the Council staff salaries compared with the living wage (outside of London) and the Clerk confirmed that all staff were paid at least this rate.

8. POWERS & DUTIES

Members received the current Powers & Duties and AGREED that no changes were necessary.

9. FINANCIAL REGULATIONS

Members received the draft regulations as prepared by NALC with the following changes/amendments AGREED :-

1.8 Addition "For the remainder of this document, the reference to RFO also denotes Clerk"

3.1 . . . not later than the end of **October** each year . . .

3.2 . . . to be considered by the Finance & Policy Committee in **November prior to consideration by Full Council in January.**

4.1 This authority is to be determined by :
- The council for all items over **£1500**
- A duly delegated committee of the council for items up to **£1500 and with reference to the agreed Powers and Duties for that committee**.
- The Clerk . . . . for any items below **£500**.

4.8 The RFO shall **quarterly** provide . . .
For this purpose "material" shall be in excess of **15%** of the budget.

5.1 Remove "The Council shall seek credit references in respect of members or employees who act as signatories.

5.2 The approved schedule shall be ruled off and initialled by **two signatories** at the Meeting.
Addition "The Chairman & RFO will also authorise the schedule by signature".

5.3 Addition "Cheque signatories & the RFO will also initial each invoice."

5.6 Removed

5.7 Removed

6.4 . . . shall be signed by **two** members of the council.
Removed "and countersigned by the Clerk"
6.17 . . . signed by two of the Members."
6.22 Removed

It was proposed with all in favour to recommend the ratification of the amended document to Full Council.

RESOLVED: To recommend new Financial Regulations to Full Council for approval.

10. FREEDOM OF INFORMATION PUBLICATION SCHEME

Members received the existing scheme. After discussion it was proposed, with all in favour, to increase the per copy charge from 6p to 10p as the 6p charge had been in place for some time.

RESOLVED: To approve the Publication Scheme with a 10p per copy charge.

11. PARISH COUNCIL POLICIES

Members received and noted the Health & Safety, Equality & Diversity and Staff Recruitment Policies and approved with no changes.

RESOLVED: the policies be recommend to Full Council for ratification

12. INSURANCE

Members noted the revised split of the insurance premium and that the effect was an increase of £ 55.77 per annum or 3.95% in the amount payable by the S&SC.

13. PARISH OFFICE EQUIPMENT

Members received the report from SPMK on the condition of the existing desktop and laptop in the Parish Office and the recommendation that both machines should be replaced with new desk tops.

Members noted the suggested specification :-

Windows 7 Pro
4th Generation i3 processor
4Gb Ram
500Gb Drive
Integrated Graphics
22" Monitor

Members discussed at length the necessary hard drive and debated whether 1Tb was preferable to 500Gb. It was subsequently AGREED that the Clerk should clarify with Steve Fairbrother at SMPK that the suggested machines will have the ability to have the hard drives increased at a later date if necessary.

The back up system was discussed and the Clerk was instructed to clarify the frequency that the programme will need to run (report refers to a ". . rolling monthly cycle") and whether machines would need to be left switched on every night. Once this information is known and reported at Full Council, a decision can be taken about whether to use this route or opt for a back up drive in the Parish Office.

On the assumption that the specification is suitable (this to be confirmed with SPMK) Members proposed, with all in favour, that the purchase of two Dell Optiplex 3030 Small Form Factor with monitors, at a cost of £574.50 each (exc shipping and VAT) be recommended to Full Council.

It was noted that the purchase of this equipment will not be within a specific budget and will need to be funded through the Contingency budget.

RESOLVED: Recommendation to Full Council for the purchase of two new desktop PC's and monitors.

14. BENCH FOR LOWER STREET

It was noted that this had been referred from the Planning & Services Committee meeting of 5th June 2014. However, The Clerk advised that at Full Council on 19th June it had been reported by Cllr Tilbrook that discussions with WSCC Highways were continuing regarding improvements to Lower Street and one of the options being considered was the provision of parking laybys outside Cubitt & West and Guy Leonard, the proposed location of the bench. Cllr Tilbrook reported that there would be follow up meetings with WSCC in July and September and after discussion it was AGREED to postpone further discussion on this issue until a definitive decision has been reached regarding changes to the road layout.

15. CORRESPONDENCE

WSCT

Article regarding HDC cabinet meeting and new homes bonus grant to Southwater. Copied to Committee.

Pulborough Village Hall

Letter regarding charges for 2014/15. Copied to Committee.

Governance & Accountability – A Practitioners' Guide (England) 2010 App 11

Copied to Committee for information only.

Community Youth Worker

Budget and expenditure summary supplied by Horsham Matters Ltd.

16. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

Provision of services by WSCC – To note concerns of Members (Cllr Ellis)

Cllr Ellis referred to the offer from HALC members to speak to Council regarding the issue of HDC and WSCC non performance and it was AGREED to invite them to the next possible Full Council meeting.

17. PAYMENTS

Members received, considered and approved with all in favour payments to be made.

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

	£
Sussex Waste Recycling Ltd	216.00
Brierley Groundworks Services Ltd	12,000.00
Sign-O-Matic- (Chq payable to S Norman)	88.61
ESE Direct	50.76
Horsham Matters Ltd	2980.68

The meeting closed at 8.50pm

……………………………………..Chairman

………………………………………Date