



PULBOROUGH PARISH COUNCIL

Working together for a better future

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 23rd JULY 2015
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Kipp, Qusted, Wallace & Wilson.

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

The meeting opened at 7.35pm

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Reddin.

18. DECLARATIONS OF INTEREST

Cllr Qusted declared a personal but non pecuniary interest in agenda item 11 payments as a family member is the proprietor of Eyelevel Design.

19. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25th June 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 12 - Sports Clubs/Allotment Rents and Leases

Meetings had been held with the Pythons and Football clubs. The Clerk had now received dates for meetings with the Stoolball Club and will circulate these to Cllrs Qusted and Wallace to arrange a date as soon as possible.

20. ADJOURNMENT FOR PUBLIC SPEAKING

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

21. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for cashbooks 1 and 2 as at 30th June 2015. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members received and accepted a summary of income and expenditure compared to budget for the 1st quarter ending 30th June 2015.

Members and accepted received a summary of earmarked funds as at 30th June 2015.

Members noted that there were no invoices which were more than 30 days overdue

Finally, it was AGREED that Cllr Tilbrook would carry out the quarterly inspection as per the Internal Control Policy.

22. LASER CONTRACT RENEWAL

Members received the email from LASER requesting confirmation of the intention to continue with the contract after the renewal date of 1st October 2016.

It was noted that a more in depth review of pricing may be carried out nearer to the renewal date but that, in the past, LASER had been extremely competitive due to their purchasing power.

After discussion it was AGREED that LASER be notified that the Parish Council intends to continue to use LASER after 1st October 2016.

23. ELECTRONIC AGENDAS

Cllr Queded had requested this issue be discussed following concerns raised about the time taken to issue the agendas and associated paperwork electronically.

The Clerk advised that this was becoming easier as the office became more used to the process and new software has been downloaded to make scanning more efficient.

It was noted that this was a completely personal choice for the Councillors and that for some it would work well, while for others it would not be advantageous.

It was noted that it would be possible for the papers to be issued electronically and then paper copies provided on the night for reference and this would save the postage costs.

24. NEIGHBOURHOOD PLAN BUDGET

As Cllr Tilbrook who had requested the item was not present, it was agreed to defer the item until the next meeting.

25. CORRESPONDENCE

There was no correspondence.

26. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

Neighbourhood Plan Budget (see item 24)

ITEMS FOR PUBLICATION VIA SOCIAL MEDIA

Notification that Parish Council is aware of the problems reported regarding the opening of the Domino Pizza in Lower Street, especially parking and refuse, and is liaising with Horsham District Council, West Sussex County Council and the Police.

27. PAYMENTS

Cllr Queded, although having declared only a personal interest in this item, abstained from the approval of the 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:

	£
Eyelevel Design Consultants	2298.00
Eyelevel Design Consultants	772.74

Eyelevel Design Consultants	631.80
Viking	100.99
F Bushby	20.01
M Weston	275.00
Adverpro	690.00

The meeting closed at 8.15pm

.....Chairman

.....Date