

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD IN THE
PARISH COUNCIL OFFICE ON TUESDAY 1st FEBRUARY 2010

Present: Councillor Paul Hankinson (Deputising for Councillor Bicknell)
Councillor Nigel Nunn (Chairman)
Councillor Pat Turner
Councillor Chris Verrinder
In Attendance: Rob Martin (Parish Clerk)

09/49 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Steven Mountain (Personal).

09/50 DECLARATIONS OF INTERESTS

Councillor Turner declared a prejudicial interest in Agenda Item 13 because of her involvement in the Youth Bus to date.

Councillor Christopher Verrinder declared a personal interest in Agenda Item 14 relating to the Youth Council.

09/51 APPROVAL OF MINUTES

The minutes of the Policy and Finance Committee meeting held on 24th November 2009 were approved as a correct record and signed by the Chairman.

09/52 MATTERS ARISING FROM THE MINUTES NOT INCLUDED ON THE AGENDA

The Honey Lane project had now been ordered and would be carried out during the week beginning 15 February 2010. Councillor Bicknell would attend a meeting of concerned residents on to explain the Parish Council position. The Clerk would investigate the lease with the Allotments Association to ascertain the extent of the land covered by the agreement.

09/53 COMMUNITY CENTRE PROJECT

- a) A note had been received from Councillor Steven Mountain indicating that the final figures for the construction had been agreed.
- b) Some dates in February had been agreed to enable the acoustic work to be done without impacting on the Centre's bookings. The Parish Council would not be paying for this work.
- c) The Clerk had written a letter to the Community Centre Management Committee Chairman requesting information he required to be sure that the lease could be signed by the Parish Council and further financial support paid. He reported that he was attending a meeting with some trustees to discuss the requirements. This committee fully supported this action and insisted on a reply in writing to the requests.

09/54 BRAMLEY GREEN PLAY AREA

A report had been commissioned from Foster Playscapes Limited on the subsidence being experienced on this play area (copy attached to the final version of these minutes). The Parish Council had accepted the play area as part of the Section 106 deal struck by Arun District Council with the developers. The Clerk was requested to make representations to Arun District Council for it to accept responsibility for the poor quality of the construction of this facility and to pay for it to be repaired.

A report would be made at the next meeting of this committee on the solution to this problem.

09/55 ENVIRONMENTAL WARDENS

The original closing date for applications for these jobs had been extended and details sent to the Job Centre, with the result that three had been received. The new closing date was 12 February, after which all applicants would be considered. Councillor Turner expressed the wish that these should be local jobs for local people and believed that they should be included on the Newsletter.

09/56 NEWSLETTER

The Clerk requested that consideration be given to the setting-up of a Newsletter editorial committee. This was left to the Clerk to organise.

The Chairman requested that consideration be given to expanding the Newsletter and to investigate the possibility of it being partly funded by advertisements from local businesses.

09/57 2009/2010 BUDGET MONITOR AS AT 31 DECEMBER 2009

An analysis of the Income and Expenditure to date compared with current budgets was circulated with the agenda (see Appendix A attached). This was noted.

On a proposal by Councillor Nunn, seconded by Councillor Verrinder it was **Resolved** that any new proposals to place orders for work or services by Committees between now and the end of March 2010 would need to be cleared by Policy and Finance first.

09/58 2010/2011 BUDGET

A revised analysis of the budget was circulated with the agenda containing the effect of Bramley Green Maintenance. On a proposal by Councillor Nunn, seconded by Councillor Verrinder it was **Resolved** that the budget analysis of Bramley Green maintenance expenditure would be incorporated into the various activity heads within the appropriate committees rather than shown separately. The Clerk would still have to be able to identify the expenditure in order to do the periodic check against the Section 106 funds provided, but this would be a memorandum to the accounts for information only.

09/59 STAFFING/OFFICE ISSUES

- a) Contracts of Employment - draft contracts for all three employees were attached to the agenda. The Clerk's contract had been drafted by Trevor Leggo from SALC and was in the standard form. The contracts for the Senior Assistant and Assistant Clerks were also in the standard form, but had been drafted by the Clerk incorporating changes in the number of hours worked already agreed and updates in holiday entitlements agreed nationally. The

contract for the Assistant Clerk also confirmed her as a permanent employee rather than on a fixed term.

On a proposal by Councillor Verrinder, seconded by Councillor Turner it was **Resolved** to agree the contracts for the two Assistant Clerks and to confirm Mrs. Burt's permanent position.

On a proposal by Councillor Nunn seconded by Councillor Verrinder it was **Resolved** to agree the Clerk's contract, with the Chairman to sign this document and the Clerk to sign those of the staff.

b) Pensions

- i) the Clerk pointed out that the Senior Assistant Clerk had been granted a contribution to a private pension scheme some time ago, whereas he and the Assistant Clerk had no such provision. For this reason, there seemed to be a need to rationalise the situation for all staff.
- ii) The Senior Assistant's pension contribution amounted to 15% of her salary, and she had expressed a wish for this to be unchanged.
- iii) Councillor Nunn questioned whether this type of pension provision was within the rules and the Clerk read Paragraph 9.16 and the associated footnote of 'Local Council Administration' (Eighth Edition) on this issue. The basis of this advice is that this sort of payment was not yet illegal, but only because there had been no test case put before the courts.
- iv) Although she did not want the possibility of a pension ruled out completely, the Assistant Clerk was not interested in one currently.
- v) As far as the Clerk was concerned, he had been asked at his interview whether he was expecting to join the Local Government Pension Scheme and had replied that he would like to, but the issue was not a deal-breaker. With this in mind the Clerk believed that this rationalisation was the time to request consideration for him to be given pension provision.
- vi) The Clerk had contacted the Pensions Section at WSCC and had been informed that the current Parish Council contribution was 16.1% - a revaluation of the fund was taking place, the results of which would be effective in 2012. He explained, however, that Employers National Insurance contributions would be reduced from 12.8% above the threshold to 9.1% because the Clerk would automatically be excluded from the National Second Pension Scheme (formerly SERPS). This reduces the overall increase in Parish Council cost to 13.06%.
- vii) The Clerk was conscious that the additional costs should not reduce the amount of work that the Parish Council would be able to do. He was entitled, under the terms of his appointment, to have an additional incremental point paid from May 2010. In order to enable provision to be made, he offered to stay at his current salary level and treat it as the maximum of his scale instead. This would save the Parish Council £1,046 per annum. The Clerk suggested that the extra cost be absorbed in the following way:-
Additional cost of Superannuation 16.1% x £31,754 = £5,112

Less	Reduction in National Insurance	(£965)
	Salary Point Fixing	(£1,046)
	Overtime (Not necessary)	(£750)
	Professional Expenses (Accounting/RBS)	(£2,000)
	Insurance (like-for-like reduction) – at least	<u>(£1,000)</u>
		<u>(£649)</u>

There are many other areas, such as the insurance review currently being undertaken and included above, where further savings will be made.

viii) On a proposal by Councillor Nunn, seconded by Councillor Verrinder it was **Resolved** that the Clerk would be offered the chance to have provision under the Local Government Pension Scheme run by West Sussex County Council. A Statutory resolution would be displayed for 28 days, in accordance with the legislation, to be passed at the Parish Council meeting on 8th March 2010 and the provision effective from 1st April 2010. The Assistant Clerk's position would be reviewed if she requested it to be considered in the future.

c) Office Accommodation – the Clerk was concerned that the current heating system (storage radiators) was inadequate. He was aware that the current winter had been particularly cold, but pointed out that the storage radiators were breaking up and providing little effective heat. They were cold by around 11am each day and the office temperature was often below the required minimum. The Clerk had resorted to wearing his coat during the afternoon as the office cooled dramatically. On a proposal by Councillor Nunn, seconded by Councillor Turner it was **Resolved** to re-open the investigation done some time ago to install a gas based radiator system in the office and report back accordingly.

09/60

INTERNAL AUDIT

On a proposal by Councillor Nunn, seconded by Councillor Hankinson it was **Resolved** to appoint Rachel Hall ACA as Internal Auditor for the remainder of the 2009/2010 and 2010/2011 financial years.

09/61

GRANT FOR BUS – YOUTH FACILITIES

Having declared a prejudicial interest in this item, Councillor Turner took no part in this discussion.

A letter was received from Chris Lynch, Acting Chair of Angmering Youth Forum, requesting a grant towards the provision of a generator for the Youth Bus. The Clerk suggested that, since a generator was occasionally used by the Parish Council it might be more efficient if it purchased the item and allowed the Bus to use it free of charge. Questions were raised about the power provided by the suggested model of generator being sufficient for the proposed purpose and the Clerk was requested to refer back to Chris Lynch for clarification.

09/62

YOUTH COUNCIL

James Stephenson had produced an article for the upcoming newsletter and the office would coordinate how interested youngsters might make contact.

09/63

MATTERS OF URGENCY

There were no matters of urgency.

The meeting closed at 10.40pm

.....
Committee Chairman

Date.....