



Southbourne Parish Council

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Clerk to the Council
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NOTICE OF A MEETING OF SOUTHBOURNE PARISH COUNCIL TUESDAY 14th MAY 2024

Councillors are respectfully summoned to attend a meeting of Southbourne Parish Council on **Tuesday 14th May 2024** commencing at **7.00pm** at **St John's Church Centre, Main Road, Southbourne PO10 8JE** for the transaction of the business on the Agenda below.

Members of the Press and public are welcome to attend.

Sheila Hodgson
Clerk to the Council

Date: 8th May 2024

AGENDA

1. Appointment of Chairman - to nominate and elect a Chairman for Southbourne Parish Council
2. Chairmans acceptance of Office
3. Appointment of Vice Chairman - to nominate and elect a Vice Chairman for Southbourne Parish Council
4. Chairmans Introduction and Welcome
5. Apologies for absence.
6. To approve and sign the Minutes of the Southbourne Parish Council Meeting held on the 9th April 2024
7. Declarations of Interest.
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days

8. To Note the resignation of Cllr. Walker
9. To consider an application for the role of Co-opted Member to Southbourne Parish Council from Mr. Robert Taylor.
10. Adjournment for Open Forum including to review any comments or proposals received at the Annual Electors meeting
11. Clerk's Update
12. To Receive and Note the following reports if available:
 - WSCC Councillor's Bourne Parishes Report
 - CDC Councillor's Report
 - Bournes Forum Report
 - WSALC Report
 - Drop In Surgery
13. To Receive and Note the Minutes of the Planning Committee Meetings held on 4th April 2024 and 25th April 2024 including consideration of any recommendations
14. To Note and Approve the Schedule of Meetings for 2024/25
15. To appoint Members (and Chair/Vice-Chair) to serve on the following Committees.
 - Allotments
 - Complaints Committee
 - Joint Burial Committee
 - Planning Committee
 - Staffing Committee
16. To appoint Members to sit on the Parish Council's Steering Groups, Working Groups and outside bodies including:
 - Southbourne Environment Group
 - CDALC
 - WSALC
 - Bournes Forum
 - Henry Smith Charity
 - Operation Watershed Nutbourne
 - Road Safety Group
 - ChEmRoute Group
17. To review the Terms of Reference and any delegation arrangements for the Committees
18. Annual Review of the Council's Internal Control Policies, Procedures and Practices including to review the draft policies as proposed for adoption as listed:
 - Standing Orders
 - Financial Regulations
 - Complaints Procedure and Terms of Reference
 - Dignity at Work
 - Health & Safety
 - Social Media
 - Training & Development Policy
 - Volunteer Policy

- Asset Register
- Risk Assessment 2024/25
- Grant Application and Criteria

19. Financial Reports - Month End

To receive and Note, the reports for the Months of March 2024 and April 2024 as follows:

- To Note verification of bank reconciliations for the Councils Current Account, Premium Business Account, CCLA Account, Nationwide Account and Redwood Account for the months of March and April in line with the Councils Financial Regulations
- To Note the Income & Expenditure for the period covering 1st April 2023 – 31st March 2024 and for 1st April 2024
- To Note the Balance Sheet, Receipts and Payments report and EMR report

20. To Approve any pending payments and to ratify payments as previously circulated

21. To receive and Note the Year End Reports including

- To receive the bank reconciliation to 31st March 2024 and to Note Income & Expenditure against budget for financial year 1st April 2023- 31st March 2024.
- To note the Statement of Accounts

22. Consideration of the Southbourne Parish Councils Insurance Renewal due 1st June 2024

23. To Note receipt of the first instalment of the Parish Councils precept of £127,531.00 for 2024/25 and to further note receipt of April CIL funds of £131,444.66

24. Further consideration of the proposal to take ownership of a WSCC owned property in New Road currently leased to AGE Concern (Min. 169 refers), including:

- To Note the S106 funds available for repairs and renovation to the building
- To consider a list of AGE Concerns priorities in terms of maintenance
- To consider and agree how to progress with the project including a possible approach to the Community Land Trust with a view to collaborative working and agreement of level of involvement

25. Further update on situation regarding the adverse possession application by the Sea Scouts and consideration of the proposed draft Heads of Terms from Surrey Hills

26. Date and time of the next meeting – 11th June 2024