



Southbourne Parish Council

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NOTICE OF A MEETING OF THE SOUTHBOURNE PARISH COUNCIL FINANCE AND POLICY COMMITTEE 3rd MAY 2023

Councillors are respectfully summoned to attend a meeting of the Southbourne Parish Council's Finance & Policy Committee on **Wednesday 3rd May 2023** at **6.30pm** at St Johns Church Hall, 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.

A handwritten signature in black ink, appearing to read "Sheila Hodgson".

Sheila Hodgson
Clerk to the Council

Date 25th April 2023

AGENDA

1. Chairman's welcome and introduction
2. Apologies for absence
3. Minutes.
To approve and sign the Minutes of the Finance & Policy Committee Meeting held on 8th March 2023
4. 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
5. Adjournment for Public Open Forum
6. Clerks Update
7. Financial Reports - Month End
To receive and Note, the reports for the Months of March and April 2023 as follows:
 - To Note verification of bank reconciliations for the Councils Current Account and Active Saver Accounts for the month of March and April in line with the Councils Financial Regulations

- To Note the Income & Expenditure for the period covering 1st April 2022 – 30th April 2023
 - To Note the Balance Sheet, Receipts and Payments report and EMR reports
8. To receive and Note the Year End Reports including
 - To receive the bank reconciliation to 31st March 2023 and to Note Income & Expenditure against budget for financial year 1st April 2022- 31st March 2023.
 - To note the Statement of Accounts
 9. Annual Governance Statement 2022-23 (AGAR Section 1) To consider the questions and agree Councils response to each statement and questions and Recommend Approval to Council
 10. Consideration of the Southbourne Parish Councils Insurance Renewal
 11. Annual Review of the Council's Internal Control Policies, Procedures and Practices including consideration and recommendation to Council where required of:
 - Standing Orders
 - Financial Regulations
 - Annual Risk Assessment for 2023/24
 - Asset Register
 - Lone Worker Policy
 12. To agree any pending payments and to ratify payments as previously circulated and to Note receipt of 1st precept instalment for 2023/24 of £118,602.00
 13. Consideration of any budgetary requests or recommendations from other Committees including
 - Bus shelters - Greenspace & Community Services Committee 28th March 2023 - Min. 96 refers
 14. Branding - including to Note feedback from SPC meeting (11th April Min. 207 refers) on the conceptual designs following the site visit on the 28th March 2023 and consideration of any further updates.
 15. Further consideration of proposal for a review of the Parish Council's Investments and to review the information received for opportunities and guidance on financial security for General Reserves - Min. 79 refers
 16. CIL - to Note the 2022/23 CIL Monitoring Report and to Note April payment of CIL allocation which includes the return of previous overpayment
 17. IT and Website - to receive Clerk and Deputy Clerks report on IT arrangements for Councillor Chromebooks, Laptop for Admin Assistant, phone for and ongoing issues with IT/Website provider including consideration of any recommendations
 18. Further consideration of request for additional funding of £1,500.00 towards the Heritage Trail Project
 19. To Receive the Notes of the Staffing Consultative Group Meeting held on 22nd March 2023 and consideration of any recommendations.
 20. To Note the Date and Time of next meeting.

Agenda Items 19 may contain confidential items and require a resolution to exclude public and press.