

**Southbourne Parish Council**

The Village Hall

First Avenue, Southbourne

PO10 8HN

Telephone (01243) 373667

Clerk to the Council

Sheila Hodgson

[clerk@southbourne-pc.gov.uk](mailto:clerk@southbourne-pc.gov.uk)

[www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minutes of the Meeting of Southbourne Parish Council’s Finance and General Purpose Committee held 4th May 2022**

**Present:** Cllrs: P. Thorne (Chairman), L. Hicks , D. James, N. Redman and A. Tait

**In Attendance:** S. Hodgson - Clerk and RFO

**43. Chairman’s Welcome and Introduction**

The Chairman welcomed everyone and opened the meeting at 7.08pm

**44. Apologies for absence**

No Apologies had been received

**45. To approve and sign the Minutes of the Finance & General Purpose Committee Meeting held on 2nd March 2022**

Members **AGREED** to **APPROVE** the Minutes of the Finance & General Purpose Meeting held on the 2nd March 2022 and they were duly signed by the Chairman.

**46. Declarations of Interest.**

There were no Declaration of Interests

**47. ADJOURNMENT FOR OPEN FORUM**

There were no members of the public present

**48. CLERK’S UPDATE**

Members received updates from the Clerk as follows:

* Invoice AFC Southbourne
* Contract with Cloudy IT and deferred increase re Microsoft to 2023
* CIL
* Section 106

**48.1 AFC Southbourne Invoice**

The Clerk confirmed that the outstanding invoice had now been settled. There was still some outstanding revenue relating to games from the last season that had not been invoiced due to the unconfirmed play list. This was **NOTED**. The Clerk reported that following discussions with the AFC Southbourne Chairman and Members of the Recreation Committee, payment for this season’s fixtures will be made in advance of the season and a mutually agreed licence be established. This arrangement will be easier for AFC to manage financially and should ensure that future costs are fully met.

**48.2 Contract with Cloudy IT and deferred increase re Microsoft 2023**

The Clerk had received confirmation from Cloudy IT that the increased Microsoft costs had been offset until 2023 and the additional costs can now be included within next years budget. A contract has also been received from Cloudy IT and the Clerk is in the process of reviewing it before signing.

**48.3 Update on CIL**

The update requested by CDC on possible future funds has been submitted. The Annual CIL Monitoring Report has also been received and the Clerk will complete and return.

**48.4 Section 106**

The following information was forthcoming from CDC:

Public Art - no funding potential from Priors Orchard but developers have not confirmed if they will be delivering the public art themselves. The section 106 monitoring Officer will keep us updated.

Community Facilities - developed land North of Main Road west of Inland Road £72,961.00 + interest. Monies from this fund can only be for a particular project (i.e., day centre for age concern) looking for discussion before deadline

Sports - previous conversation with CDC confirmed that there was an available amount of £127,346.04 plus interest. However, following a recent enquiry with them regarding the possibility of installing a running track at the rec ground I have received the following:

*I am currently liaising with our legal team to investigate the procedure for amending the 106 legal agreements for the two Southbourne allocations. As you know currently, they specifically instruct the funding must be used towards installation of a 3g pitch, which has already been installed. We would suggest that the wording be more general so the funding is for any sport and leisure provision within the Parish . This would probably have to go to the developer for approval – it is not a process I have come across before so I am awaiting guidance from the legal experts and will of course keep you updated.*

*Once the agreement is changed then we are good to go, and I think the idea of a running track would certainly fit under the criteria and would be a great facility for the community. This one may well need planning permission, there’s plenty of time left to claim the funding so it is up to you if you would like to start making the relevant enquiries or put it on hold until the agreement variation is resolved.*

The updates were for information only and did not require any decision. However, the Clerk was asked to monitor that payment from AFC was made promptly this year and in accordance with the new licence.

Members also requested that the Clerk continue to liaise with the CDC Section 106 Officer to keep updated with any progress. It was noted that there is still sufficient time to claim the funding but would like the relevant Committee to further explore the possibility of a track and re-explore a 3g pitch as the one installed is small and permanently booked restricting access for many.

**49. Financial Reports – Month end**

**To receive and Note, the reports for the Months of march and april 2022 as follows:**

* **To Note verification of bank reconciliations for the Councils Current Account and Active Saver Account for the months of march and april in line with the COUNCILS’ Financial Regulations**
* **To Note the Income, Expenditure and Reserves for the period covering 1st April 2021 - 31st March 2022 and 1st april 2022**
* **To Note the Balance Sheet, Receipts and Payments report and EMR report**

The reports were **NOTED** and the Chairman signed the Balance sheets for March and April as reported.

**50. FINANCIAL REPORTS - YEAR END**

**TO RECEIVE AND NOTE THE YEAR END REPORTS INCLUDING**

* **ANNUAL GOVERNANCE STATEMENT 2021/22 (AGAR SECTION 1) TO CONSIDER THE QUESTIONS AND AGREE COUNCIL’S RESPONSE TO EACH STATEMENT AND QUESTION AND RECOMMEND APPROVAL TO COUNCIL**
* **TO NOTE THE STATEMENT OF ACCOUNTS**
* **ANNUAL REVIEW OF THE COUNCILS’S INTERNAL CONTROL PROCEEDURE AND PRACTICES AND APPROVE THE RISK ASSESSMENT FOR 2022/23**
* **TO NOTE THE SUMMARY FROM P. BURDICK REGARDING THE WORK UNDERTAKEN ON RIALTAS IN RELATION TO YEAR END AND JBC**

**50.1 Year end Reports**

Members reviewed and **NOTED** the reports.

**50.2 Annual Governance Statement (AGAR Section 1)**

Members considered the Statement and **AGREED** that they could answer yes to all the questions. It was **Noted** that although there was a change of Clerk/RFO during the year, a mid-year audit was undertaken to establish the baseline facts and SPC invested in relevant training and support. The Chairman signed the AGAR section 1 Statement and Members further **AGREED** to **RECOMMEND** to Council that the Statement be submitted to the external examiner.

**50.2 Statement of Accounts**

Members reviewed the Statement of Accounts and **AGREED** to **RECOMMEND** to Council that the Annual Return be duly singed by the Chairman at the next SPC meeting.

**50.3 Review of Internal Control and procedure and practices and approval of Risk Assessment.**

Members reviewed the Councils internal control procedures and practices as outlined in the Risk Assessment and within the Financial Regulations. The Risk Assessment has been updated and was **AGREED** by Members and signed by the Chairman.

**50.4 Summary by P. Burdick**

Paul’s review will be circulated to Members as it was omitted from the reports.

**51. TO AGREE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED.**

The Clerk drew Members attention to a listed payment that although generated had not cleared in time to show on the April Bank Statement. Therefore, the payment of £10,655.24 to JBC will be carried to the May accounts. Members **NOTED** this.

**52. CONSIDERATION OF THE SOUTHBOURNE PARISH COUNCIL’S INSURANCE POLICY RENEWAL DUE JUNE 2022.**

Members noted the renewal quote and recommendations as detailed in the previously circulated Clerks report. Following discussion Members **AGREED** to accept the Insurance renewal quotation of £4,039.00 to be funded from the Insurance budget and instructed the Clerk to make the necessary renewal arrangements.

**53. CONSIDERATION OF WI-FI ARRANGEMETNS FOR USERS OF THE VILLAGE HALL INCLUDING ANY ADDITIONAL BOOSTERS AND ASSOCIATED COSTS**

Following a recent request from the Village Hall Manager for access to the SPC Wi-Fi, Members considered allowing the facility to be made available to the village hall and its users. However, as the signal at the far end of the building is weak a booster would be required.

The associated costs are as follows:

* To purchase complete Wi-Fi is an additional £7.00 per month which provides up to 6 additional discs/boosters throughout the property to give unbreakable connection. An engineer will install and set up at no extra charge.

Members **AGREED** to install the additional discs as required and re-charge the £7.00pm cost to the Village Hall.

**54. UPDATE ON PROJECTS INCLUDING PAVILION, NHB AND VILLAGE SIGNS**

Members **NOTED** the Deputy Clerks report as previously circulated and further **NOTED** that the report on Village Signs would be presented to SPC for consideration.

The Chairman asked what arrangements has been made regarding the additional grass cutting and was it included withing the current contract? Members **AGREED** that this issue should be referred to the relevant committee for investigation and any necessary arrangements made along with a review of the costs and budgetary requirements.

Cllr. Tait confirmed that a date for a site visit to the Triangle was yet to be advised. She further advised that members of the Southbourne Environment Group would be sourcing and purchasing the plants for the Tesco area that week.

Members Noted that the contractors had confirmed that all works at the Pavilion will be completed by the 23rd May.

Cllr. Redman queried arrangements for landscaping at the Flanders Close allotments site. The Chairman requested this query be taken to the Allotments Committee.

**55. TO NOTE THE COUNCIL’S DECISION TO MAKE RECOMMENDATION TO JBC TO TRANSFER THE HOSTING OF THE JOINT BURIAL COMMITTEE TO WESTBOURNE PC AND TO AGREE TO MAKE THE NECESSARY ADJUSTMENTS TO THE RIALTAS SYSTEM SHOULD THE PROPOSAL BE APPROVED.**

Following discussion Members **AGREED** that no amendments relating to Rialtas should be undertaken until a decision had been finalised regarding the proposed transfer of host. They further requested that a quote for any additional works be obtained before proceeding.

**56. to note the transferring of the website hosting from vision ict to cloudy it**

The Clerk reported that the process of migrating the hosting of the website had begun. Initially there will no change to the website while some background work is undertaken. Members spoke of the need for some rebranding and it was **AGREED** for this to be an agenda item for the July meeting to start the process.

Members were also asked if they had any up to date photographs of Southbourne that could be included on the new website. It was suggested that a member of the public who is a keen photographer be approached to see if they were willing to supply any appropriate pictures.

**57. TO NOTE THE DATE AND TIME OF THE NEXT MEETING**

Cllr. Tait asked if the possibility of live streaming meetings on the website or Facebook could be considered and it was **AGREED** that this would be added to the next agenda.

Members Noted the next meeting would be held on the 6th July 2022

The Chairman closed the meeting at 8.30pm and thanked everyone for coming.