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**Minutes of the Meeting of Southbourne Parish Council's Finance and Policy Committee held 6<sup>th</sup> July 2022**

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

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

***The meeting opened at 6.35pm***

**1. APPOINTMENT OF CHAIR AND VICE CHAIR**

Cllrs. Redman and Thorne were both nominated for the position of Chair. Cllr. Redman indicated that he did not wish to stand for the position and withdrew his nomination. Following a vote, it was unanimously **AGREED** that Cllr. Thorne be duly elected Chair of the Finance & Policy Committee.

Cllr. James was nominated for the position of Vice Chair. As there were no other candidates and following a vote, Cllr. James was elected Vice Chair of the Finance & Policy Committee.

**2. CHAIRMANS INTRODUCTION AND WELCOME**

Cllr. Thorne took the Chair and welcomed everyone to the meeting

**3. APOLOGIES FOR ABSENCE**

There were no apologies for absence

**4. CONSIDERATION OF ANY OUTSTANDING ACTION POINTS OR ISSUES ARISING FROM THE FINANCE AND GENERAL PURPOSE COMMITTEE HELD ON THE 4<sup>th</sup> MAY 2022 AND TO NOTE THESE MINUTES WERE PRESENT TO COUNCIL ON 4<sup>th</sup> MAY 2022**

As the Finance & General Purpose Committee has been replaced with the Finance & Policy Committee the minutes from the last meeting were to be signed separately as required (*Local Government (Parishes and Parish Councils) Regulation 1991, SI 1999/545 Reg 14*)

Members **Noted** that these minutes had previously been presented to Council on 14<sup>th</sup> May 2022

**4.1 F&GP 4<sup>th</sup> May 2022 Min. 48.3 Refers - Update on CIL**

The Annual CIL Monitoring Report has been passed to the Chair of the Planning Committee who will complete in liaison with the NPSG

#### **4.2 F&GP 4<sup>th</sup> May 2022 Min. 48.4 Refers – Section 106**

The Chairman asked if there was any update on the Section 106 Priors Orchard Public Art Fund.

The Clerk reported that the funding had been made available to Southbourne Parish Council and a successful application had been submitted. A grant of £3,461 was awarded to SPC for the mosaic for the recreation ground. Cllr. James reported that the Priors Orchard Developers had indicated that they were very keen to support any future SPC initiatives.

The Chairman asked for this to be an agenda item for the next meeting to consider further.

#### **5. DECLARATIONS OF INTEREST.**

There were no Declaration of Interests

#### **6. ADJOURNMENT FOR OPEN FORUM**

There were no members of the public present

#### **7. CLERK'S UPDATE**

##### **7.1 F& GP 4<sup>th</sup> May 2022 – Min. 53 refers**

The Clerk confirmed that the additional wi-fi boosters had been installed at the Village Hall. The invoices will be issued on a quarterly basis.

##### **7.2 F&GP 4<sup>th</sup> May 2022 – Min. 57 refers**

A proposal had been put forward to consider the possibility of live streaming meetings to Facebook. The Clerk and the Deputy Clerk have undertaken some initial research on how to implement this but as any outcome will include all Committees, the item will be taken to Full Council at a future meeting, for consideration.

**8. TO AGREE THE TERMS OF REFERENCE AS ADOPTED BY FULL COUNCIL AT THEIR MEETING 10<sup>th</sup> MAY 2022 FOR CONSIDERATION AND TO MAKE RECOMMENDATION BACK TO COUNCIL OF ANY PROPOSED CHANGES**  
Members **AGREED** to the Terms of Reference as proposed.

**9. TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF MAY AND JUNE 2022 AS FOLLOWS:**

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNT FOR THE MONTHS OF MAY AND JUNE IN LINE WITH THE COUNCILS' FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME, EXPENDITURE AND RESERVES FOR THE PERIOD COVERING 1<sup>st</sup> MAY 2022 - 31<sup>st</sup> MAY 2022 AND 1<sup>st</sup> JUNE 2022 – 30<sup>th</sup> JUNE 2022**
- **TO NOTE THE BALANCE SHEETS, RECEIPTS AND PAYMENTS REPORTS AND EMR REPORTS**

The reports were **NOTED** and the Chairman signed the Balance sheets for May and June as reported.

### 9.1 Allotment Income

Cllr. Taylor queried why the total income for the Allotments was showing a balance of £1,610 for allotment rent income as he believed all rents had been received and therefore the balance should be £1,660 as per the budget.

The Clerk said she would check with the Allotment Committee Clerk if she was aware of any discrepancy.

*Since the meeting it has been confirmed that the Allotment Committee at their meeting on the 31<sup>st</sup> March 2022 - Min.19 refers, agreed for one of the plot holders to pay the annual rent in two instalments: the first being 28<sup>th</sup> April 2022 and the second, 31<sup>st</sup> October 2022. As the rents are £100.00 per annum this accounts for the £50.00 difference.*

### 9.2 Neighbourhood Plan

Cllr. Redman asked if there were sufficient funds within the Neighbourhood Plan budget to meet the requirements.

It was confirmed that additional funding of £9,000.00 had been awarded from a Locality Grant to cover consultant charges.

### 9.3 Supply for Pavilion and Streetlighting

Concerns were raised about the potential electricity costs relating to street lighting and the electricity supply at the pavilion. The Clerk confirmed that the latest charges for the pavilion supply was £1,747.36 for the period Sept 21- Dec 21. She further confirmed that she had queried this with SSE as it seemed excessive use for the amount of time the pavilion is in use. A meter reading had been supplied but SSE still insist the charges are correct.

Following discussion, it was **AGREED** that Cllr. James would make some enquiries with SSE relating to the pavilion charges and report back to this Committee.

Cllr. Tait also asked if the street lighting supply was on an unmetered account and if so; how are the charges calculated, what times were the lights set to operate and was there a more efficient or economical tariff or, could the supply be metered.

The Clerk reported that unmetered supplies were usually based on calculations relating to the agreed timings but would check the timer settings. She also stated that SSE would charge back the cost for installation of meters if it were possible to do this. It was **AGREED** that the Clerk would make some enquiries and report back to this Committee.

### 9.4 Audit Fees

The Chairman asked the Clerk to provide a complete breakdown of audit charges including the dates and payments for the next meeting. This was **AGREED**.

## 10. TO AGREE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED.

Members Noted and **AGREED** to **RATIFY** the payments as previously circulated

Members further **AGREED** to **APPROVE** the pending payments for July.

## **11. CONSIDERATION OF ANY RECOMMENDATIONS AS A RESULT OF THE INTERNAL AUDITORS REPORT.**

The Chairman asked for it to be Minuted that she wished to thank the Clerk for the successful internal audit.

Following a recommendation from the internal auditor to increase the level of Clerk Fidelity Cover, Members were asked to consider the quotations supplied from the current insurance provider.

The quotations were requested at time of renewal but were not received in time to be applied. However, the increase can still be applied and the costs applied on a pro rata basis.

After discussion and consideration Members felt that the current level was sufficient and therefore **AGREED** not to proceed with the increase at this time.

## **12. CONSIDERATION OF ANY BUDGETARY REQUEST OR RECOMMENDATIONS FROM OTHER COMMITTEES**

There were no recommendations from other Committees for consideration. However, Members **NOTED** that the Greenspace and Community Services Committee had agreed to undertake a comprehensive review of its budgets for presentation and recommendation to this Committee in September.

The Chairman asked for this item to be a standing agenda item.

## **13. TO RECEIVE AND NOTE THE NOTES FROM THE STAFFING CONSULTATIVE GROUPS MEETING HELD ON THE 30<sup>th</sup> JUNE 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.**

Members were asked to Note the following statement:

*Staffing notes are confidential and not for general circulation. Therefore, only the recommendations and appropriate related information will be submitted to the relevant Committees.*

### **13.1 Staffing Consultative Committee (SCC) 30<sup>th</sup> June 2022 Min.5 Refers - Review of staffing budget with recommendation to Finance & Policy as required.**

The SCC made recommendation to the Finance & Policy Committee that a full review of the staffing budget be undertaken by them in September. SCC were aware of possible shortfalls due to the cost of the pension back payments being higher than first anticipated. The recommendation was to undertake the review in September as this will be approaching the half year mark and any pension adjustments should be completed by then which will give a truer reflection of the situation.

Members **AGREED** to undertake a review of the staffing budget in September.

### **13.2 Caretakers resignation.**

Members were updated in regard to the resignation of the Caretaker. Members were sorry that she had decided to leave and asked what arrangements had been made for a replacement. Members were informed that the SCC had agreed for the matter to be referred to the Greenspace and Community Services Committee and for them to consider a complete overview of the role and the responsibilities.

#### **14. REVIEW OF THE NEW WEBSITE INCLUDING TO NOTE THE PROGRESS OF THE MIGRATION AND ANY COMMENTS OF FEEDBACK**

The Clerk reported that the new website was now live. There were a few teething problems to address and some of the historic information had yet to upload. The Deputy Clerk was dealing with this and had put a disclaimer on the homepage to advise users that the site was in the process of being migrated and if there was anything specific that they could not find to contact the office.

Members reviewed the site and all felt it was a huge improvement. The Clerk thanked Members who had given their feedback and comments. There were some further suggested changes which could be implemented once the migration was fully completed. The Chairman asked that the Deputy Clerk be thanked for the work she had done so far.

A Member asked if the SPC Business Plan could be incorporated into the website. A discussion followed regarding the need to review the plan first, though some Members had not seen the original plan.

It was proposed and **AGREED** that a working group be set up to review and update the current business plan. The Clerk will circulate the original spreadsheet and any Member of the Committee who wished to be involved with the review should liaise with the Chairman.

#### **15. TO CONSIDER A PROPOSAL TO REBRAND SOUTHBOURNE PARISH COUNCIL**

At the last meeting it was proposed that Southbourne Parish Council should consider rebranding and noted that a budget of £3,000. had been allocated for purpose. The Chairman had previously circulated a template to focus on how to proceed with the project.

During discussion Members considered some of the following points:

- Strategy
- Logo
- Wording
- themes
- Possible consultants
- Comparisons

It was **AGREED** that the logo should include - Southbourne Parish Council, West Sussex. The Clerk was asked to contact appropriate local businesses to invite them to tender for the contract.

#### **16. DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for Wednesday 7<sup>th</sup> September 2022 @ 6.30pm

***The Chairman thanked everyone and closed the meeting at 8.20pm***