

Clerk to the Council
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Minutes of the Meeting of Southbourne Parish Council's Finance and Policy Committee held 5th July 2023

Present: Cllrs: N. Redman (Chair), J. Money and A. Tait

In Attendance: S. Hodgson - Clerk and RFO

The meeting opened at 6.32

1. TO NOTE THE APPOINTMENT OF CLLR. REDMAN AS CHAIR OF THE FINANCE & POLICY COMMITTEE AS APPROVED BY COUNCIL AT THE MEETING 9th MAY 2023

Members **NOTED** the appointment of Cllr. Redman as approved by Council at the meeting 9th May 2023

2. CHAIRS INTRODUCTION AND WELCOME

The Chair welcomed everyone and opened the meeting.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Taylor who is stepping down from the Council.

4. MINUTES. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE AND POLICY COMMITTEE MEETING HELD ON 3rd MAY 2023

Members **AGREED** to **APPROVE** the Minutes of the Finance and Policy Meeting held on the 3rd May 2023 and they were duly signed by the Chair.

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

Members **Noted** the Clerks Report.

Members **NOTED** that the review of the website would be an agenda item for the September meeting to tie in with budgets.

8. **TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF MAY AND JUNE 2023 AS FOLLOWS:**
- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND PREMIUM ACCOUNTS FOR THE MONTH OF MAY AND JUNE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
 - **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2022 - 30th JUNE 2023**
 - **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS**

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

The Clerk drew Members attention to a new report relating to CCLA. As this is a transfer in and out investment it was necessary to generate a new cashbook on Rialtas to accommodate the transactions. This was **NOTED**.

9. **TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED**

9.1 Members **AGREED** to **APPROVE** to pending payments as listed

9.2 Members **AGREED** to **RATIFY** the payments as previously circulated

10. **TO NOTE RECOMMENDATION FROM COUNCIL TO REVIEW THE INTERNAL AUDITORS REPORT AND CONSIDERATION OF ANY ACTION POINTS**

The Internal Auditors report was **NOTED** and Members further **NOTED** there were no outstanding actions

11. **INVESTMENT - INCLUDING UPDATE ON INVESTMENT WITH CCLA PUBLIC SECTOR DEPOSIT FUND, TO NOTE THE INTEREST RECEIVED BARCLAYS AND TO FURTHER REVIEW INVESTMENT OPPORTUNITIES TO MINIMISE RISK FOR THE SECURITY OF GENERAL RESERVES - MIN. 97 REFERS.**

Members **NOTED** the Clerks Report as previously circulated.

11.1

Members **NOTED** that a deposit of £50k had been transferred to the CCLA Public Sector Fund and that the account was now open.

11.2

Members **AGREED** to monitor the returns of the CCLA Investment before committing to depositing more funds.

11.3

Members **NOTED** the interest received from Barclays of £1609.62 for the period 6th March - 4th June 2023

- 11.4 Members further discussed the need to minimise the risk to General Reserves. During discussion some of the comments included:

- Is there an insurance available to indemnify the costs should the need arise
- SPC have a duty to protect the public purse and maintain its value
- Prefer to use High Street banks
- Interest rates should be evaluated before opening accounts
- Some of the online banks gave a good return

The Clerk reported that opening accounts and setting up authorised signatories and mandates was a time consuming process and with interest rates changing daily she did not have the capacity to monitor all of the available offers. The requirement was to protect the funds not make profit.

Following discussion Members unanimously **AGREED** for the Clerk to start the process of opening new accounts one at a time starting with First Direct, followed by The Nationwide and then one of the High Street banks.

Members further **AGREED** for the Clerk to investigate if there are any insurance policies available to indemnify losses.

12. CONSIDERATION OF ANY BUDGETARY REQUESTS OR RECOMMENDATIONS FROM OTHER COMMITTEES INCLUDING

• TO CONSIDER THE RECOMMENDATION FROM COUNCIL TO IDENTIFY A BUDGET FOR THE PROPOSED PHOTO COMPETITION

Members considered the recommendation from Council to identify a suitable budget for expenditure for the Photo Competition.

Following discussion, it was unanimously **AGREED** that a budget of £450.00 be made available for the Prizes for the Photo Competition to be funded from the Community Event Budget.

Members further **AGREED** the expenditure breakdown as follows:

3 x 1 st Prizes of £75.00 Vouchers	£225.00
3 x 2 nd Prizes of £50.00 Vouchers	£150.00
3 x 3 rd Prizes of £25.00 Vouchers	<u>£ 75.00</u>
Total	£450.00

The Clerk reported that there may be some expenditure for printing costs but the promotion of the competition may be incorporated into the newsletter. This was **NOTED** and any ongoing requirements would be considered at the time.

13. CIL - UPDATE ON THE EMR BALANCE INCLUDING TO NOTE TRANSFER OF PREVIOUSLY INCORRECT CODED FUNDS BACK TO CIL CODE MIN.98 REFERS

Members **NOTED** the Clerks Report as previously circulated.

Following discussion relating to the requirement for a journal correction relating to the EMR codes as detailed within the report, Members unanimously **AGREED** for the Clerk to transfer the funds for EMR 340 to EMR 365

14. PAT TESTING - CONSIDERATION OF QUOTES FOR PAT TESTING AS PER ANNUAL RISK ASSESSMENT INCLUDING IDENTIFICATION OF ASSOCIATED BUDGET

Members **NOTED** the Clerks Report as previously circulated.

Members unanimously **AGREED** to ask the Village Hall Manager to undertake the PAT Testing at the Office and the Pavilion. Members Further **AGREED** to make a donation to the Village Hall of £50.00 with £25.00 to be funded from the General Maintenance Budget and the remaining £25.00 to be funded from the Recreation Ground Maintenance Budget.

15. CONSIDERATION OF QUOTATIONS FOR EMPLOYER PENSION LIABILITY AS PER ANNUAL RISK ASSESSMENT INCLUDING IDENTIFICATION OF ASSOCIATED BUDGET

Members **NOTED** the Clerks Report as previously circulated.

During discussion a Member queried the total cost of the pension contributions and whether this is something that could be reviewed. The Clerk explained that the contract for the Clerk and the Deputy Clerk was based on continuous service into the LGPS and formed part of their contract. However, the amounts shown are for total contribution, including employer and employee and was for all members of staff. The portion attributed to the JBC Coordinator would be offset from the JBC budget.

Another Member queried if this was a necessary expenditure and during discussion that followed Members felt that the liability that could be incurred was too higher a risk to ignore.

The quotation was based on costs of £1.55 per £100 of total plan earnings.

Members unanimously **AGREED** to proceed with the Liability Insurance for the remainder of this financial year and asked the Clerk to proceed with the set up.

Members further **AGREED** that the costs would be met from Reserves and continuance would be reviewed when setting the budgets for 2024/25

16. NEW HOME BONUS - CONSIDERATION OF PROPOSAL TO UTILISE THE REMAINING FUNDS FROM THE 2017-18 ALLOWANCE IN ACCORDANCE WITH THE ORIGINAL PROPOSAL

Members **NOTED** the Clerks Report as previously circulated.

Following discussion, Members unanimously **AGREED** that the remaining 2017-18 NHB fund of £725.03 should be used to provide extra storage space at the recreation ground for the use of community groups. This is in line with the original application.

Members considered the costings as reported by the Clerk and further **AGREED** the total expenditure of £714.00.

17. TO RECEIVE THE NOTES OF THE STAFFING CONSULTATIVE GROUP MEETING HELD ON 28th JUNE 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS.

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

Members considered the recommendations from the Staffing Consultative Group as follows:

17.1

That some Project Management training is undertaken by the Deputy Clerk to be funded from the staff training budget.

Members unanimously **AGREED** for the Deputy Clerk to undertake some Project Management Training to be funded from the staff training budget.

17.2

That as part of the rebranding a newsletter is produced and distributed to every house in Southbourne via a leaflet-drop company or Royal Mail and for the Finance & Policy Committee to identify a suitable budget for production and distribution costs.

Members unanimously **AGREED** that the sum of £750 be made available for associated costs for production and distribution of a newsletter to be funded from the Advertising and Corporate Image website

18. TO NOTE THE DATE AND TIME OF NEXT MEETING.

The date of the next meeting is scheduled for the 6th September 2023

The meeting closed at 8.03pm