

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 Policy  
Committee held 2<sup>nd</sup> November 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 6.32pm***

**41. CHAIRMANS INTRODUCTION AND WELCOME**

The Chairman welcomed everyone and opened the meeting.

**42. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**43. MINUTES. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 7<sup>th</sup> SEPTEMBER 2022 AND THE EXTRAORDINARY MEETING HELD ON THE 5<sup>th</sup> OCTOBER 2022**

Members **AGREED** to **APPROVE** the Minutes of the Finance & Policy Meeting held on the 7<sup>th</sup> September 2022 and the Minutes of the Extraordinary Meeting held on 5<sup>th</sup> October 2022 and they were duly signed by the Chairman.

**44. DECLARATIONS OF INTEREST.**

There were no Declaration of Interests

**45. ADJOURNMENT FOR OPEN FORUM**

There were no members of the public present

**46. CLERK'S UPDATE**

Members **Noted** the Clerks Report

**46.1** Members Noted that Council approved and adopted the policies as recommended

**46.2** Members Noted the statement from CDC relating to arrangements for the CIL over payments:

#### 47. TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2022 AS FOLLOWS:

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNTS FOR THE MONTH OF SEPTEMBER AND AUGUST IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS
- TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1<sup>ST</sup> APRIL 2022 - 31<sup>ST</sup> OCTOBER 2022
- TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS

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

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

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

The Clerk asked Members to consider the following invoices

##### 47.1 Pitchcare £76.56

Pitchcare supply the line marker paint for the football pitch. The Clerk was asked to re-order supplies urgently as the pitch would need marking before the weekend matches. Therefore, a pro-forma invoice had been issued and paid so that delivery could be made in time for the booked games. Members noted this and **RESOLVED** to **RATIFY** the payment.

The Clerk further asked Members if they would like to consider approving a bulk order for marker paint as in the long run it would be more cost effective but acknowledged that the budget was already overspent. Members **AGREED** to a bulk order at a cost of £229.69 to be funded from reserves.

##### 47.2 SSE Pavilion Supply £3759.08

Whilst it was expected that supply cost would be considerably higher than in previous quarters the amount for the pavilion still seemed excessive. Previously, Cllr. James was asked to speak with SSE to investigate the tariffs and had been advised that a refund would be due, though this has not been applied to the current invoice. After discussion Members **AGREED** to delegate authority to Cllr. James to contact SSE again to try and resolve the situation.

It was proposed to cancel the Direct Debit Mandate for SSE. The Clerk recommended that it would be best to let the mandate run as any overpayment, would be refunded. However, Members felt that it would be better to sort out the invoice prior to making payment. Members **AGREED** for the DDM to be cancelled immediately. The Clerk will make the arrangements and furnish Cllr. James with the information required to contact SSE.

##### 47.3 Moores Invoice £3060.00

A Member queried the cost of the invoice for the external budget. The Clerk confirmed that additional fees of £1550.00 were incurred as a result of a challenge to the AGAR from a member of the public. These additional cost were reported at the September Council meeting but as there were associated items of a confidential nature this was recorded within the confidential appendix of the Minutes.

Members felt that it was unfair for the Parish Council to have to pick up the costs of the challenge especially as it was not upheld. The Clerk reported that she had queried this as previously instructed but had not received any response. However, she was of the opinion that the additional charges would fall to SPC. Members **AGREED** that the Chairman of Finance & Policy should contact WSALC for some guidance on this.

#### **48. CONSIDERATION OF ANY BUDGETARY REQUESTS OR RECOMMENDATIONS FROM OTHER COMMITTEES**

There were no recommendations from other Committees

#### **49. CONSIDERATION OF 2023/24 BUDGET FOR SPC (FIRST DRAFT)**

Members were asked to consider the budget for 2023/34. A spreadsheet and financial information had been previously circulated.

Preliminary budgets for cost centres and codes were drafted as a guideline for future consideration. The draft will be circulated to Committees with individual budgets for their feedback and input. The Committee recommendations will be reviewed at the next Finance and Policy meeting before recommendation to Full Council. This was **AGREED**.

#### **50. UPDATE AND FURTHER CONSIDERATION OF THE BRANDING ARRANGEMENTS INCLUDING FEEDBACK FROM DESIGNERS**

The Clerk's Report was **Noted**.

Members were disappointed with the feedback from the designers but appreciated their rationale. Following discussion, it was **AGREED** that Officers would see if they could find some examples of their work and circulate to Members. It was further **AGREED** that another company be approached.

It was **AGREED** to defer the item to the next meeting.

#### **51. TO NOTE THE DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for 11<sup>th</sup> January 2022

The meeting closed at 8.55pm