
Minutes of the Meeting of Southbourne Parish Council's Finance and Policy Committee held 8th March 2023

Present: Cllrs: P. Thorne (Chairman), L. Hicks, N. Redman and Taylor

In Attendance: S. Hodgson - Clerk and RFO
1 Member of the Public

The meeting opened at 18.30

68. CHAIRMANS INTRODUCTION AND WELCOME

The Chairman welcomed everyone and opened the meeting.

69. APOLOGIES FOR ABSENCE

There were no apologies for absence but it was Noted that Cllr. James had resigned.

70. MINUTES. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 11th JANUARY 2023

Members **AGREED** to **APPROVE** the Minutes of the Finance & Policy Meeting held on the 11th January 2023 and they were duly signed by the Chairman.

71. DECLARATIONS OF INTEREST.

There were no Declaration of Interests.

72. ADJOURNMENT FOR OPEN FORUM

There was one member of the public in attendance but did not wish to comment.

73. CLERK'S UPDATE

Members **Noted** the Clerks Report

73.1 Village Hall Rent

Members **Noted** that the Village Hall Management Committee accepted the offer for a rental amount of £3,500 p/a

73.2 Precept

Members **Noted** the precept had been approved and would be paid in 2 instalments, April and September 2023. Members further **Noted** that the Finance & Policy Chairman's Statement and Breakdown had been published.

73.3. BT

Members **Noted** the increase and statement from BT.

74. TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF JANUARY AND FEBRUARY 2023 AS FOLLOWS:

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNTS FOR THE MONTHS OF JANUARY AND FEBRUARY IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS
- TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2022 – 28th FEBRUARY 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 January and February as reported and previously circulated.

75. TO AGREE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

Members unanimously **AGREED** to **RATIFY** the payments as previously circulated. ,

Members further **AGREED** to **APPROVE** the following payments:

Cloudy IT	£253.91	IT
SSE	£1799.20	Street Lighting
Everyone Active	£34.00	Room Hire March GS&CS
Everyone Active	£51.00	SPC Jan
Jelvis Electricals	£90.00	Fire Alarm reset
Amazon	£13.95	Padlock allotment

The Clerk reported that £600.00 had been received relating to Allotment rentals for 2023/24. The payments were not due until the 1st April but would need to be reconciled within this financial year as they appear on the March bank statements. Therefore, Members were asked to consider ear marking these payments for allotment expenditure along with any future payments that may be received during March.

Members unanimously **AGREED** to ear mark any early allotment rental receipts received during March which would be available to the Allotment Committee as part of their budget for 2023/24.

76. CONSIDERATION OF ANY BUDGETARY REQUESTS OR RECOMMENDATIONS FROM OTHER COMMITTEES:

Members **NOTED** the Clerks Report.

Members considered the budget requests from the Greenspace & Community Services Committee Meeting as follows:

76.1 Recommendation from Greenspace and Community Services Committee (Min. 75.3.1 refers 31st January 2023) to fund repairs to playground gate from the Capital Budget at a cost of £1618.30+VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the repairs to the playground gate at a cost of £1618.30 + VAT to be funded from the Capital Budget.

77.2 Recommendation from Greenspace and Community Services Committee (Min. 75.3.3 refers 31st January 2023) to identify a budget for urgent fund repairs to the trampoline at a cost of £413.32 + VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the repairs to the trampoline at a cost of £413.32 + VAT to be funded from the Capital Budget.

Recommendation from Greenspace & Community Services (Min. 75.5 refers 31st January 2023) to fund No Overnight Camping signs for Prinsted at a cost of £38.20 +VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the purchase of a No Overnight Camping Sign for Prinsted at a cost of £38.20 + VAT to be funded from the Capital Budget.

77.3 Recommendation from Greenspace & Community Services Committee (Min.85 refers Extraordinary Greenspace & Community Services 21st February 2023) to fund the purchase of a ride on lawn mower up to the amount of £4750 +VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Extraordinary Greenspace and Community Services Committee to fund the purchase of a sit on lawnmower up to the amount of £4,750.00 + VAT from General Reserves.

Member's further **NOTED** that there would be additional expenses related to the purchase, such as petrol, the installation of a COSH approved fire hazard storage cabinet and possible blade replacements. It was unanimously **AGREED** that these expenditures would be considered as they occurred and the Committee would identify an associated budget at that time.

Members unanimously **AGREED** for the Clerk to proceed with the purchase of the Mower in liaison with the Contract Caretaker and to undertake any further necessary related arrangements .

78. UPDATE AND FURTHER CONSIDERATION OF THE BRANDING ARRANGEMENTS INCLUDING FEEDBACK FROM ONLINE MEETING HELD 23rd FEBRUARY 2023 WITH POTENTIAL DESIGNER, CONSIDERATION OF APPOINTMENT AND CONSIDERATION OF UTILISATION OF ASSOCIATED BUDGET FOR EXPENDITURE - MIN. 64 REFERS.

Members **NOTED** the Clerks Report.

The Chairman gave a brief overview of the meeting. Following discussion Members unanimously **AGREED** to invite the designer to undertake a site visit and for the Clerk to make the arrangements for an afternoon appointment. It was further **AGREED** that Cllrs. Hicks, Redman, Taylor and Thorne would attend.

After considering the associated costs as previously circulated within the Clerks report, Members unanimously **AGREED** to **APPROVE** the project costs up to a total of £1,300 + VAT to be met from the Corporate Image/Website budget currently standing at £1440.00.

As the invoice for this initiative is unlikely to be presented before the end of this financial year, Members unanimously **AGREED** that the expense be added to the accrual list at year end.

79.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. 65 REFERS.

Members **NOTED** the Clerks Report.

Members reviewed and discussed the three options as detailed within the Clerk's report. Some of the comments included:

- The current return on the premium account of 0.15% is not very favourable considering the balance
- The Unit Trust and Investment Trusts are too high risk
- Setting up a number of accounts with a range of banks would be a very time consuming
- The interest rates for banks are very similar
- Like that Option 2 has been developed in line with the Local Government Association
- Any funds invested must be instantly accessible

Following discussion, Members unanimously **AGREED** that Option 2 would be the most favourable option and asked the Clerk to undertake further research and obtain some quotations to bring back to the May meeting.

80. CONSIDERATION AND UPDATE OF CIL INFRASTRUCTURE BUSINESS PLAN FOR 2024/2029 AND TO NOTE RESPONSES TO LAST YEAR'S IBP CONSULTATION

Members **NOTED** the Clerks Report.

Members considered the lists as previously circulated and it was generally felt that the existing list was up to date but would like to compare it against the SPC business plan.

Members unanimously **AGREED** for the Clerk to check the list with the business plan and to amend and update as necessary. The final version will be circulated to Members for their information.

81.CONSIDERATION OF CONTRACT RENEWAL FOR IT MICROSOFT RELICENSING

Members **NOTED** the Clerks Report.

Members unanimously **AGREED** to **APPROVE** the renewal quotation for the relicensing part of the contract.

The Clerk drew Members attention to the ongoing issues with the website and the difficulties associated with uploading and accessing files. There is also a distinct lack of support from the supplier or desire to assist. It has since been established that the provider is trying to step back from web hosting and is working in partnership with another organisation to undertake this part of the business. The Clerk and Deputy Clerk attended an online meeting with this organisation to establish if the offer was more in keeping with requirements.

The Chair mentioned that she had been unimpressed with the current website and felt it was not user friendly or inspiring and had been disappointed with the results so far.

Following discussion Members unanimously **AGREED** that the contract for web hosting be continued on a month by month basis. The Clerk will continue to undertake further research and will provide costings for a new provider for Members to consider at a future meeting.

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

The next meeting is scheduled for 3rd May 2023 and was **NOTED**.

The meeting closed at 19.47