

**Southbourne Parish Council**

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**Minutes of the Meeting of Southbourne Parish Council’s Finance & General**

**Purpose Committee held 23rd November 2021**

**Present:** Cllrs: P. Thorne (Chairman), J. Brown, C. Bulbeck, L. Hicks, A. Tait and R. Taylor

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

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

The Chairman welcomed everyone and opened the meeting at 7.04pm

**12. Apologies for absence**

No apologies had been received from Cllrs: N. Redman and R. Hayes

**13. To approve and sign the Minutes of the Finance & General Purpose Committee Meeting held on 19th October 2021**

Members **AGREED** to make the following amendments:

**13.1 Minute 4.**

Previous - Noted that MC has spoken to Nobby and agreed the 2-weekly change from now on

Amendment - Noted that MC has spoken to Nobby and agreed the 2-weekly change ***re SiD*** from now on.

**13.2 Minute 6. (note 10)**

Previous – Agreed to reimburse Maria; PT noted that mobile phones for Officers will be looked reviewed

Amendment - Agreed to reimburse Maria; PT noted that mobile phones for Officers will be ***~~looked~~*** reviewed

The amendments were made in accordance with procedure and Members **RESOLVED** to **APPROVE** the Minutes of the meeting held on the 19th October 2021 as amended and they were signed by the Chairman.

**13.3 Minute 6, (note 13)**

Members further **AGREED** that Cllr. Tait would continue to investigate the advantages of subscribing annually to the Town & County Planning Association before considering further.

**14. Declarations of Interest.**

There were no Declaration of Interests

**15. To receive the Notes of the Project Working Group held on the 12th November 2021 and to consider any recommendations**

Members received the Notes from the Project Working Group held on the 12th November 2021 and considered the following recommendations:

**15.1 Project Notes 5.2 refers:**

*A Tait stated that some projects have been missed off the NHB application, particularly allotment items such as;*

1. *The matting for walkways.*
2. *A dropped curb and accessible pathway.*
3. *A picnic bench.*

*As such these items have not been approved as part of the NHB so will need revisiting.*

***RECOMMENDATION****: to F&GP to identify an associated budget to this.*

Cllr. Brown suggested that it may be possible to add the missing items to the NHB application retrospectively and offered to make initial enquires with Chichester District Council (CDC).

Members **AGREED** for Cllr. Brown to approach CDC to see if this is possible. Members further **AGREED** to defer this item to a future agenda and reconsider the item based on the outcome.

**15.2 Project Notes 11 refers:**

1. ***Noticeboards and Benches***

***11.1*** *Noticeboards have been funded under the NHB. Deputy Clerk to confirm quote.*

***11.2*** *Members confirmed that benches are not part of the NHB.*

***RECOMMENDATION****: to F&GP to identify if the cost of installing the benches has been budgeted for.*

Following discussion, Members **AGREED** to fund the installation of the benches from the **Recreation Ground Maintenance Budget**. Officers will now proceed with the installations.

**15.3 Project Notes 13 refers:**

***13.Agree list of ‘projects’***

***13.1*** *All members* ***AGREED*** *the list of projects.*

* 1. *Additional projects to be added:*

*iii. Village signs, meeting with Cllrs P Thorne and D James on 15/11 to discuss.*

A meeting took place with Cllrs. Thorne, James and the Deputy Clerk and it was thought that some initial undertakings regarding the village signs had begun. Cllr. Thorne arranged to forward any information she had to the Deputy Clerk to help her progress the project.

Members **NOTED** this.

**N.B.** Further information has since come to light that has revealed the project is not as far advanced as thought. No work has been initiated and there is no agreement in place with Highways. Therefore, the item will need to be re-considered.

*iv. Prinsted foreshore, tidying and maintenance, demarking of carpark spaces.*

***RECOMMENDATION****: to F&GP to determine what work is required.*

Members A**GREED** that any required and ongoing maintenance/tidying within the Prinsted Foreshore area should be undertaken and requested Officers to check if this area was included within the existing maintenance agreement with the Longmeadows contractor.

If the maintenance is not included within the existing agreement, Members further **AGREED** for Officers to approach Longmeadows to determine what the requirements are and provide details of any additional costing to incorporate into the agreement.

As this is an existing responsibility of Southbourne PC, in order to expediate this, Members set a limit of up to £500 to be funded from the **Recreation Ground Maintenance Budget.** The Clerk will advise Members via email and seek a majority decision to be Ratified at the next F&GP Meeting.

Members turned their attention to part iv. of the recommendation, marking of carpark spaces. As the Prinsted Foreshore area will be a matter for discussion at Council on the 14th December 2021 and in view of the ongoing sensitive issues relating to this, Members **AGREED** to defer this item.

**16. To consider the Terms of Reference as recommended by the Project Working Group**

Members considered the Terms of References as proposed by the Project Working Group and recommended the following changes to Items 3,4,6 and 7 and to replace Deputy Clerk with Clerk

Members **RESOLVED** to **AGREE** the proposed Term of Reference with the proposed amendments.

**17. Financial Reports:**

**To receive and Note the reports for Income & Expenditure for the Month of October 2021 and Month to date for November 2021**

* **To Note verification of bank reconciliations for the Councils Current Account and Active Saver Accounts for the months of September and October in line with the Council’s Financial Regulations**
* **To Note the VAT analysis to 31st October 2021**
* **To Note the Income, Expenditure and Reserves for the period covering 1st April 2021 - 31st October 2021**

Members **NOTED** the reports as previously circulated and the following points were raised:

With regard to the VAT analysis, Members asked the Clerk to check VAT accumulated charges relating to JBC.

A Member asked for clarification on whether the invoice for the External Audit had been paid and how much had been paid during this year for last year. The Clerk will check and report back to Committee.

Members **AGREED** to an interim internal audit review being held in December at the same time as Westbourne PC.

In view of the possibility of incurring additional costs for legal fees relating to the Prinsted Foreshore area and the allotment acquisition at Flanders Close, Members **AGREED** that £10,000 be transferred from General Reserves to Legal Fees Budget.

The Clerk circulated a list detailing invoices that had been paid to date for November including those pending payment. A Member queried why these had not been presented to Committee or Council for pre-authorisation. The Clerk thought that these payments would have been previously agreed. However, as historically this has not always been the case, Members requested that going forward, anything other than normal day to day running costs should be pre-approved before payment.

**18. Finance & Administration Forecast for 2021/22 and Budget for 2022/23**

**To consider the proposed budget for 2022/23 and make Recommendation to Full Council**

Due to IT problems the Clerk had not been able to produce the spreadsheet for a draft budget.

However, she had been able to undertake some manual calculations and report on the situation relating to budget compared with actual expenditure and the estimated spend for the remainder of the year. The Clerk had also started to look at estimated expenditure for 2022/23.

As some Members were not in receipt of the information because of the IT issues, it was **AGREED** that the information would be re-circulated and for Members of the Committee to email any comments and suggestions back to the Clerk to assist. Members were advised that the precept base rate calculations had not yet been provided by CDC. A draft budget will be available for the Council meeting in December, and if necessary, there will be time for any adjustments to be made prior to submission to CDC.

The Chairman closed the meeting at 8.50pm

Signed……………………………………..

Dated………………………………………