

Minutes of the Southbourne Parish Council F & GP committee held on Tuesday 19th October 2021 – on Teams

Present: Parish Cllrs – J. Brown [JB]* R. Hayes [RH] L. Hicks [LH] P. Thorne [PT] A. Tait [AT]
R. Taylor [RT] * Also District Councillor
In attendance: Locum Clerk: K. Bain [KB] deputy Clerk M. Carvajal-Neal [MC].

1. **Apologies:** Parish Cllrs: C. Bulbeck, N. Redman
2. **Declarations of Interests:** None.
3. **Minutes of the meeting held on: 22 September 2021.** *Agreed.*
4. **Action List update**
 - Noted that MC has spoken with Nobby and has agreed the 2-weekly change re SID from now on.
 - The JBC Rialtas meeting had been very productive.
 - PC zoom licence: PT noted that zoom do not do a multi-user licence so this will not be followed up, particularly as once Cloudy IT is set up each councillor will have their own licence for Teams. Council will continue to reimburse AT for her zoom costs, as it is used for Parish Council business. *Agreed by all Councillors present.*
 - PT noted that the portaloo is now on the projects list.
 - Noted that the Wine & Cheese event had come in under budget and had been a very good event.
 - MC reported on her meeting with Elizabeth Harrison- most of the matters on the list were covered, but she noted concern that the kitchen area does not appear to be suitable for the food preparation which is taking place. It was proposed by LH, seconded by RT and *agreed by all Councillors present*, that no further food or drink preparation should take place until the kitchen area is improved. MC/KB will contact Elizabeth and the football club immediately and inform of this. It was noted that once the pavilion improvements are made, that the relevant people would need to obtain the necessary food handling/ Health and safety certificates before recommencing any catering.
 - LH noted that the water quality provision also needs checking.
5. **Income and Expenditure against Budget – September 2021:** LH asked if the remaining amount for each budget heading could be shown; KB will investigate this and discuss it with the new RFO.
 - Noted that the audit fees are over-budget – but this figure includes a 20-21 audit payment.
 - Noted that the fee for the New Homes Bonus work needed to be reallocated.
 - Noted that the miscellaneous expenditure includes the recent bus shelter expenditure.
 - Noted that the ownership of the line marker needed to be agreed; the recreation committee will be asked to guide on this.
 - Dog control – LH noted that there is £3500 in the budget to cover costs incurred as the Council has a statutory duty to take any stray dogs to a rescue centre.
 - PT noted that when the new Clerk & RFO has started that the accounting software would be reviewed.

6. **Payments:** The following payments were agreed:

TO	DETAIL	£ GROSS	NOTES
LONGMEADOWS	September maintenance	£2225	PT reported that the reason for the high number of Longmeadows cuts in September has been resolved and that only the Clerk, or Deputy, should authorise any extra cuts in future. Agreed
P. THORNE	Reimbursement for the purchase of a new laptop for the deputy Clerk	£489	Agreed
BURLEYS	September maintenance	463.20	It was noted that Burleys has not attended the site. KB explained that as Council is still under contract, the invoices are probably auto generated; the contract is due to end at the end of October, agreed that the invoice would not be paid at present.
ARMASHIELD	Annual shutter repair	£291.60	it was agreed that this fee seems quite high, and the contract should be reviewed, particularly as the pavilion refurbishment is on the projects list. Agreed.
CLT	Transfer of the groundwork grant to the new CLT bank account	£1000	KB explained that Council has been holding the funds as the CLT did not have a bank account, until now. Agreed
SLCC	Membership	202	noted that MC would investigate if there is a current Council subscription in place before this is paid. Agreed
SLCC	Arnold Baker - book	£119	This will be purchased when the membership is clarified: Agreed
SARAH ROWLAND	JBC co-ordinator salary	On file	Agreed
M. CARVAJAL-NEAL	Cutting of 2 keys for the village hall	10.50	<i>RH noted an interest as a Trustee of the hall.</i> LH noted that as tenants of the hall, the hall should provide 2 keys to the office; RH noted that 1 key was provided – noted that this needed to be located; Agreed to reimburse Maria & raise the matter of the key cutting cost with the village hall.
M. CARVAJAL-NEAL	Council mobile top-up	10.00	Agreed to reimburse Maria; PT noted that mobile 'phones for the officers will be looked reviewed.
R TAYLOR	Reimbursement for ink	43.50	AT suggested that in future it might be an idea for the Clerk to order ink centrally for Councillors; agreed that the staffing committee would discuss this with the Clerk. Agreed
T BANGERT	Reimbursement for wine & cheese party supplies	356.93	Agreed
TOWN & COUNTRY PLANNING ASSOCIATION	Annual subscription	90	Agreed this might prove useful, AT will investigate before joining, it was noted that the previous clerk had been subscribed, but Council had not been aware

7. **Longmeadows engagement letter:** The draft letter had been circulated; it was noted that the frequency of cuts was a guide as it would be weather dependent, and the Clerk should be the point of contact. Agreed by all Councillors present.
8. **Projects sub- committee update: Terms of Reference** Item 6 should be amended to ‘once a month’ instead of ‘Thursday’ and the review would be ‘3 months’. A Chair will be elected by the committee annually all Agreed by all Councillors present.
9. **Mid-year audit review with Mulberry & Co:** KB noted that this will be arranged for later in the year, when the new Clerk & RFO has been in position for a suitable period. It will be done in conjunction with Westbourne.
AT asked if the previous employee’s access had been removed from Microsoft; KB/MC confirmed that the logins have now been changed, but it was agreed that as there was an interim period when the previous employee(s) had access that CDC would be informed as there *could* have been a data breach. Agreed that the 2022/23 that the budget should go to the December Council meeting on 14th; KB explained that a budget must be approved by full Council and the precept request submitted to CDC in early January.
10. Next meeting: Late November – to be confirmed.

Meeting closed at 8.05pm

Signed.....

Date.....