**SOUTHBOURNE PARISH COUNCIL**

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| Kate Bain  Locum Clerk to the Council  e-mail: clerk@southbourne-pc.gov.uk | The Village Hall  First Avenue  Southbourne  PO10 8HN  Telephone (01243) 373667 |

13.10.21

Notice is given that the next meeting of the Finance and General Purposes Advisory Committee will be held Tuesday 19 October @ 7pm on Microsoft Teams

**AGENDA**

1. **Apologies:**
2. **Declarations of Interest:**
3. **Minutes of the meeting held on 22.09.21: Attached**
4. **Action List update**
5. **Income and Expenditure against Budget – September 2021: Attached**
6. **Payments due: To follow**
7. **Recreation Ground Payments (Burleys/Longmeadows): Attached**
8. **Longmeadows engagement letter: Attached**
9. **Projects sub- committee update: Approve TOR: To follow**
10. **Mid-year audit review with Mulberry & Co**
11. **Items raised from the Council Meeting on 12 October 2021**

**To: Mr Brown, Mr Bulbeck, Mr Hayes, Mrs Hicks, Miss Tait, Mr Taylor, Mrs Thorne & Mr Redman**

*Southbourne PC F G & P Advisory Committee 19.10.21 Agenda item 3*

**Minutes of the Southbourne Parish Council Finance and General Purposes Advisory Committee held on Wednesday 22 September at 7pm on Microsoft Teams**

Present Parish Cllrs: J. Brown [JB] C. Bulbeck [CB] R. Hayes [RH] L. Hicks [LH] A. Tait [AT] R. Taylor [RT]   
P. Thorne (Chair) [PT]. In attendance: Locum Clerk – K. Bain [KB].

*It was noted that this meeting had originally been scheduled for 21.09.21 but had been rescheduled to allow the requisite 3 clear days from agenda publication.*

1. **Apologies:** None.
2. **Declarations of Interests:** RH & CB each recorded an interest in item 8 as trustees of Southbourne Village Hall.
3. **Minutes of the meeting held on 24.08.21:** Approved: A*greed by all Councillors present.*
4. **Action List:**

– SIDs review: PT thanked AT & RT for researching the WSCC policy it appears that WSCC would approve a 2- weekly, rather than 1 week schedule.

It was agreed that changing the schedule to 2-weekly, would be the best way forward, i.e. 2 weeks Westerly, then 2 weeks Easterly.  
KB will contact the relevant chap who moves the SIDs, if he agrees and WSCC also approves, this will be implemented.

For the record RH noted that he has seen vehicles slowing at the signs.   
- Workshop with Rialtas & JBC: This will be set up shortly.   
- PC Zoom Licence: Proposed by PT, seconded by AT that KB would purchase a multi-user zoom licence for Council. *Agreed by all Councillors present*.  
- Portaloo project: Agreed that this would be added to the projects list and should be accessible for disabled users. Proposed by AT, seconded by RH and *agreed by all Councillors present.*  
 - Wine & cheese event – budget: Agreed this will come out of Community events which has an allocated budget of £600. AT noted that there may be some funds in the SEG budget which could be used if required.  
 LH asked for volunteers to arrange the event; RT offered to assist, and RH noted that crockery could be borrowed from the village hall.  
- RH asked if a defibrillator for Age Concern could be added to the projects list on the next agenda.

1. – **To Agree the contractor for the recreation ground maintenance:** Proposed by RT, seconded by RH that it would be proposed to Full Council to accept the Longmeadows quote no: QU-0027, for regular maintenance of the recreation ground and the triangle. Noted that the cost is within the recreation grass cutting budget. Also noted that there are several other areas which require maintenance, such as allotments (existing & new) Prinsted, Holm Oak and Tesco’s, but these would be looked at when requirements are clarified, with a view to implementing a whole Parish general maintenance contract. It will be considered in due course if the different areas should be under separate or one umbrella contract. The proposal to accept the current quote would be added to the agenda for the extraordinary meeting of Council on 27 September, along with a proposal to terminate the Idverede (Burleys) current contract for the two quoted areas.
2. It was noted the notice period required is not clear, but was agreed that an overlap would be acceptable.

PT proposed that the Recreation Advisory Committee should look at the progression of the maintenance contract for the other areas; seconded by CB and *agreed by all Councillors present.*

1. **Agreement to task Pavilion quotes to Maria:**It was agreed that Maria – the new Deputy-Clerk would be tasked with the pavilion renovation project.

*Meeting closed at 8.13pm*

**Signed………………………….**

**Date…………………………..**

*Southbourne PC F G & P Advisory Committee 19.10.21 Agenda item 5*

 *Southbourne PC F G & P Advisory Committee 19.10.21 Agenda item 7*

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*Southbourne PC F G & P Advisory Committee 19.10.21 Agenda item 8*

Longmeadows Landscaping Ltd  
56 Middle Park Way  
Havant  
Hampshire  
PO9 4DB

**Dear Paul & Robert**

**Further to communications with Southbourne Parish Council**

**I can confirm that at a meeting held on Monday 27th September2021, that the Council has agreed to accept your quote ref: QU-0027 for the maintenance of Southbourne Recreation Ground and the triangle as below:**

* **Grass cutting of main playing fields and football pitch per visit. £200**
* **To strim the boundary line, park & fitness apparatus at the pavilion per visit: £90**
* **To cut all boundary hedges and remove cuttings from site per visit: £480**
* **Tidy & pruning of planting in triangle per visit: £75**

**The Council would initially expect 2 cuts of the playing fields, apparatus & triangle each month; with the hedges only being done when necessary. This will no doubt vary seasonally and can be discussed with the Clerk or Councillors.**

**Instructions regarding maintenance matters, must only be taken from the Councillors, Clerk or Deputy Clerk.**

**This contract will be reviewed annually.**

**Probationary & notice period  
The terms of your contract with Southbourne Parish Council will commence as of the date of this letter and will initially be on a 6-month probationary period, with either yourself, or the Parish Council able to give one months’ notice if the standard of work is not satisfactory.**

**After this 6-month period, the terms of notice will be 2 months for either yourself or the Parish Council.**

**Please could you sign and return one copy of this letter as confirmation that you are in agreement with the above.**

**Please do not hesitate to contact me with any queries**

**Yours sincerely**

A close-up of a handwritten note

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**Kate Bain**

(Locum Clerk)