**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.
2. **Payments to be approved August/September:**

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| --- | --- | --- | --- | --- | --- |
|  | **PAYEE** | **DETAIL** | **NET** | **VAT** | **GROSS** |
| 1} | WSCC | 11 new trees: This is over- budget as WSCC raised the prices & there was a local issue. The extra cost will be allocated £1500 from the business plan budget & £150 from the SEG budget. 1: AT, 2: PT. A*greed by all councillors present* | 1650 | 330 | 1980 |
| 2} | ACE SHELTERS | Repair to the *first* damage to the shelter at (290 main road, by St. Johns). (Noted that this invoice has been outstanding since November 2020 (but AXA has only just paid the monies of (£3300- the net invoice amount, minus the excess of £250 to the parish Council. KB will investigate the situation regarding the other damaged shelters. **1: PT. 2: AT***. Agreed by all councillors present (*exception of RH who abstained as absent for this item) | 3550 | 710 | 4260 |
| 3a-c} | S ROWLAND | September salary (JBC manager) **1: PT 2: RT.** A*greed by all councillors present* | 1045.84 | 0 | 1045.84 |
| 4} | SEA SCOUTS | Noted that the Sea scouts have been in contact regarding grants towards new flooring & a life ring. LH reported that Council had not specifically agreed to pay for a ring, just to see if CHC might supply one, AT will follow this up. LH also reported that the Sea Scouts had been advised that they should apply for a grant towards flooring. Agreed that KB will send the grant application form to the Scouts & clarify that SPC is investigating a ring and that they should submit the grant application for consideration by full Council. Proposed by PT, seconded by RT and *agreed by all Councillors present.* | | | |
|  | BOURNE BUS | It was noted that the first payment to the project of (£4000) might be due for payment shortly; this has been agreed by full PC. KB will request necessary paperwork. | | | |
|  | SVH | Room hire for Clerk interviews. 9RH & CB confirmed interests).  **1: JB, 2: RT**, *agreed by all Councillors present.* | 31.50 | 0 | 31.50 |
|  | HALC | Advertisement for Clerk & RFO. **1: LH, 2: RH**, *agreed by all Councillors present.* | 40 | 8 | 48 |

Payments as above agreed by all Councillors present.

1. **I & E report for August 21**: Noted that this is up to 31.08.21 and the 2nd instalment of the precept is due in September.
2. **Decision on Parish Council IT company:**   
   PT noted that of the quotes and systems considered, the most suitable quote is the one from Cloudy IT, which is within the agreed budget of £6000. In addition, there is £3000 in the budget for upgrading the website. She reported that the monthly cost will be £525 & the initial set up £3525; the system will give Councillors access to SharePoint, Outlook shared calendars & Teams; officers will have full access to all the applications.  
   AT noted that going forward a budget could be considered for Councillors to have a specific laptop for Parish Council matters; PT noted that a key part of the new IT system would entail storage of Parish Council files on the shared cloud, so alleviating the need for Council information to be stored on personal laptops.

Proposed by PT, seconded by RH and *agreed by all Councillors present*, that this item should be added to the agenda for the extraordinary meeting of Full Council on 27 September. If agreed by full Council, it will be actioned when the new staff are in place.

1. **Approval of Project funding requests template**:   
   PT noted that this should be used for Community organisations who applied for larger funding, principally from CiL monies, but it could be used for grants from Council reserves. JB suggested that a line for ‘Expected contribution from SPC’ be added & also a note to stating that extra information is provided on a separate page*.*AT noted that the form would not apply to S106 funds as these are pre-allocated. When finalised it will be published on the website & sent out as required. Approved: Proposed by JB, seconded by RT.   
    *Agreed by all Councillors present*. PT was thanked for her work on this*.*
2. **Set up of project sub- committee:**PT noted that the aim of setting this up would be to keep the minutiae of project progression detail separate from the main committee meetings. It was agreed that membership should be open to all councillors as well as F G & P members, in addition, if appropriate, members of the public. It was clarified that the sub-committee would be separate to F G & P and would work closely with Maria to help share the project workload; it will report t back to Committee and Council. Proposed by JB, seconded by RT that this proposal, along with the vacancy on the F G & P committee, would be proposed to full Council at the October meeting.

*Agreed by all Councillors present.*

**13. Consideration of Council savings account**:

LH has talked to Barclays & PT has looked at Unity bank; neither appears to offer suitable facilities for SPC at present. It was suggested that an option could be to invest in a secure bond but agreed that the matter should be progressed when new staff are in place and a financial adviser would be consulted. LH noted that another matter was the possibility of a Council debit card. PT suggested that all a list detailing all requirements should be drawn up for discussion with the adviser. PT proposed, LH seconded that this would go to full Council in October.

It was agreed that a report should also be drawn up detailing the amounts in each reserve. *Agreed by all Councillors present.*

*Meeting closed at 8.40pm*

14. **Date of next meeting: Tuesday 19 October @ 7pm.**

Signed…………………

Date…………………….