

SOUTHBOURNE PARISH COUNCIL

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8 July 2021

Please Note: This meeting will start at **6.30 p.m.**

Under the current Covid-19 restrictions, the maximum number of people able to meet outdoors is 30. In practice, after allowing for councillors and the Clerk, this will mean that no more than 19 members of the public can observe this meeting.

Dear Sir / Madam,

You are hereby summoned to a meeting of Southbourne Parish Council on **Tuesday 13 July 2021 at 6.30 p.m.** at Tuppenny Barn, Main Road, Southbourne PO10 8EZ.

Robin Davison
Clerk to the Council

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests.**
3. **Minutes** – of the meeting held on 8 June 2021.
4. **Open Forum**
5. **Bourne Bus Project** – To receive a presentation from Mr Andrew Kerry Beddell regarding the Bourne Bus Project.

Recommended – that (i) the Council considers supporting this project in principle and if agreed

(ii) the Finance and General Purposes Committee advise the Council on financial support for the Bourne Bus project as this is not currently budgeted for.
6. **Co-options** – Three applications for co-option on to the Parish Council have been received for the two councillor vacancies, namely from Mr Duncan Bryant, Mrs Jackie Grant and Mr Robert Hayes.

Members are asked to consider co-opting one or more candidates in accordance with the Co-option Policy of the Council.

7. County Councillor's Report – To receive the report of the County Councillor.

8. Committee Appointments

(a) There are currently vacancies on the Finance and General Purposes Committee (1), Staffing Committee (1) and Recreation Committee (2).

The Council is asked to consider appointing members to these vacancies.

(b) To consider increasing the co-opted membership of the Allotments Committee to three (from two).

(c) To consider co-opting Mrs Jenny Ullman and Mr David James to the Allotments Committee.

9. Finance

(a) New Homes Bonus 2021/22 – To approve the quotes for the New Homes Bonus applications for 2021/22 which now includes a fifth project to provide grass matting and other improvements at the Southbourne Fields allotments – To Follow. If approved these applications will be submitted to Chichester District Council by the end of July 2021.

(b) Parham Place – Operation Watershed – To approve the quotes for submission for West Sussex County Council's Operation Watershed Grant to improve the drainage on the field at the rear of Parham Place. The landowner has given permission for the work to be carried out once the field has been harvested.

(c) Review of Financial Regulations – The Finance and General Purposes Committee recommends (i) the attached updated Financial Regulations for approval and (ii) that in future the Finance and General Purposes Committee meet monthly and be delegated to approve Council expenditure prior to payments being made against invoices.

(d) Terms and Conditions for Southbourne Parish Council Grants - The Finance and General Purposes Committee recommends the updated terms and conditions for approval.

(e) Income and Expenditure – to note the expenditure since the last meeting.

(f) Joint Burial Committee (JBC) Payments To note that as the host council, Southbourne PC is currently meeting certain payments for the JBC which would otherwise be paid by cheque drawn on the JBC account and these will be offset from the sum due (£11,981.40 for the half year) to the JBC for 2021/22.

(g) April and May 2021 Accounts – To note the income and expenditure against budget for April and May.

10. Recreation Ground

(a) The Council is asked to agree that the Recreation Ground Advisory Committee draft a tender for a new maintenance contract for the Recreation Ground to be agreed by Council in September 2021.

(b) The Council is asked to agree that the Recreation Ground Advisory Committee explore the possibility of a licencing arrangement for the use of the football pitch with AFC Southbourne, rather than the current hire agreement and to report to Council in September 2021.

11. **Flanders Close Allotments** – To receive a report and recommendations from the Clerk regarding the Flanders Close Allotments.

12. **Reports**

(a) District Councillors' Report (attached)

(b) PCSO Report (Baylee Reed) – There has only been one report that should be raised and that was regarding nuisance motorcycles. By the time police arrived we searched the area with no trace. This was more towards the Westbourne end however I believe that it did float down towards Southbourne. I will continue to patrol the area and attempt to ID the bikes/riders and deal suitably. PCSO Matt Isles will now be helping PCSO Baylee Reed in the Bournes division and working closely together to target issues in and around the area as well as showing a police presence.

(c) Parish Council Reports

- (i) Finance and General Purpose Committee
- (ii) Allotments Committee
- (iii) Neighbourhood Plan Steering Group
- (iv) Southbourne Environment Group
- (v) Joint Burial Committee Working Group
- (vi) Outliers Reports

13. **Date of Next Meeting** –It is proposed that the Council meeting scheduled for 10 August 2021 be cancelled. The next Council meeting will therefore be on 14 September 2021.

14. **Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

15. **Staffing Matters**

TO: All Members of Southbourne Parish Council

Filming and use of social media

During this meeting, the public are permitted to film the Council in the public session of a meeting or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

For a copy of Council agendas and publicly available papers please scan this code:



Southbourne Parish Council

Minutes of the Meeting held on 8 June 2021 at 7 p.m. at Tuppeny Barn, Main Road, Southbourne.

Present: Mrs Hicks (Chairman), Mrs Bangert*, Mr Brown*, Mr Bulbeck, Mr Jennings, Mr Murch, Mr Redman, Miss Tait, Mr Taylor and Mrs Thorne.

*Also District Councillors for Southbourne

5 members of the public.

Apologies for Absence

29. None

Declarations of Pecuniary Interests

30. None

Minutes

31. Resolved – that the minutes of the meeting held on 25 May 2021 be approved as a correct record and signed by the Chairman.

Open Forum

32. None.

Report from PCSO

33. Members expressed their disappointment that no report had been received. The Chairman would write to the PCSO asking for a report even if he was unable to attend.

County Councillor's Report

34. The report was received and taken as read. Mr Magill would be talking to the Chief Inspector, Chief Constable and Police Crime Commissioner about improving the PCSO responses in rural communities. PCSOs were only mandated to attend each parish council in their area once a year. On another matter Mr Magill commented he would be inviting the Cabinet Member for Highways to see the traffic problems on the A259.

Casual Vacancies

35. The Council noted there had been no call for an election arising from the casual vacancy notices following resignations of Mr Graham Hicks and Mrs Marjorie Bulbeck from the Parish Council. The Council could therefore advertise for members of the public to put their names forward to be co-opted. A further notice of a casual vacancy had been posted following the resignation of Mr Robert Hayes from the Parish Council. Members thanked Mr Hayes for his service on the Council particularly as the former Vice-Chairman and also as the former Chairman of the Neighbourhood Plan Steering

Group.

Appointments to Committees

36. Resolved – that Mr Jennings be appointed to the Planning Committee and Mr Taylor to the Recreation Committee.

37. Resolved – that Mrs Lyn Davis be co-opted as a member of the Allotments Advisory Committee.

Finance

38. Internal Audit – The Clerk was pleased to report that in its report to management, the Internal Auditor had raised no matters of concern for the Council to consider. It was noted that in the coming months the Council would be looking to increase the financial information on the website.

39. Annual Governance and Accountability Return 2020/21 – Members considered the Annual Governance Statement 2020/21 and

40. Resolved - that the Annual Governance Statement 2020/21 be signed by the Chairman and the Clerk.

41. Members considered the Accounting Statement of the Annual Return 2020/21 and

42. Resolved – that the Accounting Statement of the Annual Return 2020/21 be signed by the Chairman and the RFO.

43. Members considered the End of Year Accounts 2020/21 and

44. Resolved - that the end of year accounts be signed by the Chairman and the RFO.

45. Members agreed that the Notice of public rights be published from 10 June to 21 July 2021 inclusive.

46. Council agreed that finance training for Members should be considered at the next Finance and General Purposes Advisory Committee.

47. New Homes Bonus 2021/22 – Members were pleased to note progress with the projects. It was noted highways approval was needed for three of them and for the bike racks north of the railway line it was also necessary to obtain Network Rail approval. The contractor would check that the roundabout for the disabled proposed for the Recreation Ground could be adapted for use by adults and children. Members agreed that the footpath improvement at the main pedestrian access to the Recreation Ground could be included. The total cost of the projects excluding VAT would be about £39,000 depending on the quotes accepted.

48. Expenditure – the expenditure since the last meeting was noted as follows:

Elite Playground Inspections	EPI 21-22	£56.70
Viking	Invoice 257423	£7.64
Viking	Invoice 245511	£119.87
	Zoom Subs & plants for Rec	
Cllr Expenses	Ground	£240.23
Tuppeny Barn	Invoice 1209	£252.00
Tuppeny Barn	Invoice 1210	£168.00
Viking	Invoice 356745	£212.69
SLCC	Subscription	£262.00
Arthur J Gallagher	Invoice 507237301	£3,850.00
Surrey Hills Solicitors	Invoice 5165	£1,326.00
	Total	£6,495.13

Southbourne Parish Neighbourhood Plan 2019-2037 Submission Plan

49. The District Council's Neighbourhood Plan 'Regulation 16' public consultation period ended at 5pm on Thursday 3rd June. All responses would need consideration before it could progress to the examination stage.

Outliers Reports

50. The reports were received and noted. The Chairman would provide further guidance about the idea to those Members who had yet to submit a report. Further reports would need to be submitted by 8 July 2021 for Council on 13 July 2021. Mr Brown would speak to Pallant Homes about opening up the car park on the Meadow View development.

District Councillor's Report

51. The report of the District Councillors was received and noted. The Council noted that it was not clear what work was being undertaken on the old Co-op site on Main Road. Mrs Bangert would follow this up with the Enforcement Team at the District Council.

Southbourne Environment Group (SEG)

52. The report of the SEG was received and noted.

Date of Next Meeting

53. 13 July 2021 – venue to be confirmed.

Exclusion of the Press and Public

54.Resolved - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

Staffing Matters

55.Members agreed the job description and person specification for a new role in the Council and for it to be advertised.

56.Members agreed to delegate the response to a complaint to a panel of three members.

57.The Council agreed to proposals for a temporary member of staff for discussion with the Joint Burial Committee.

Legal Advice

58. The Clerk's report was received and the recommendations contained therein agreed.

Chairman

The meeting closed at 9.30 p.m.

13 July 2021

Co-option - Voting Procedure

		Yes	No
1.	Meeting suspended. Candidates offered opportunity to speak	Candidate(s) take up offer (alphabetically by surname) – 5 minutes each ONLY	GO TO 2
2.	Council wishes to discuss candidates?	Exclude Press & Public and discuss in private session	GO TO 4
3.	RECALL Press & Public		
4.	Meeting resumes Each vacancy is taken in turn.		
5.	Councillor requests ballot paper?	GO TO 12	GO TO 7
	Show of Hands		
7	Vote taken for each Candidate in turn alphabetically - ONLY VOTE FOR ONE CANDIDATE		
8.	A Candidate has 50% +1 of ALL Votes cast?	Candidate duly Co-opted and having signed Declaration of Office may take their seat. GO TO 11	GO TO 9
9	Candidate with lowest number of Votes drops out. In the event of a tie, Chairman has casting vote for a candidate to remain in the process.		
10	Repeat 7, 8, 9 as necessary until one Candidate has 50% +1 of vote*		
11.	More than One Vacancy?	Go TO 7 and repeat procedure	ENDS

	Ballot paper		
12.	Ballot paper issued by Clerk then Vote for preferred candidate – ONLY VOTE FOR ONE CANDIDATE		
13	Clerk counts (verified by Chairman) and declares votes for each Candidate.		
14.	A Candidate has 50% +1 of Votes cast?	Candidate duly Co-opted and having signed Declaration of Office may take their seat. GO TO 17	GO TO 15
15.	Candidate with lowest number of Votes drops out. In the event of a tie, Chairman has casting vote for a candidate to remain in the process.		
16.	Clerk will strike through names of candidates who have dropped out (or been elected if more than one vacancy) Repeat 12 to 15 as necessary until one Candidate has 50% +1 of vote*		
17.	More than one vacancy?	GO TO 12 and repeat procedure	ENDS.

* In the event no one candidate obtains 50%+1 of the votes cast, the Council may re-advertise the vacancy(ies) with a view to filling it (them) at the earliest opportunity. Unsuccessful candidates are eligible to reapply.

13 July 2021

Parham Place – Operation Watershed Application

Following the investigatory works for drainage improvements carried out in the field behind Parham Place, three quotes were sought from contractors who have previously carried out similar works under Operation Watershed.

One contractor declined to quote but two quotes have been received as follows in accordance with the specification from Arun District Council's Drainage Engineer:

Contractor A - £ 17,980.00 + VAT

Contractor B - £ 9,855.33 +VAT

Recommended – That the preferred bidder for the works behind Parham Place is Contractor B and an application for the sum of £9,855.33 be made to the County Council's Operation Watershed to fund this work.

Robin Davison

Clerk and RFO

13 July 2021

Financial Regulations [England]

Revisions to the Regulations below are set out as additions in ***bold italic*** and deletions as ~~struck through~~.

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These Financial Regulations were adopted by the Council at its Meeting held on 9 ~~2019~~¹³ July 2021.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents¹ providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;

¹ Standing Orders, Financial Regulations and Code of Conduct

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.3. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.5. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.6. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit

proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

- 3.2. The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority. Each member shall be provided with a copy of the approved annual budget by the end of January.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over ~~£1500~~ **2500**;
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to ~~£1500~~ **2500**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually by November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£5000~~ ~~1000~~ £5000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices

submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council .

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants ~~a duly authorised committee~~ **the council** shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

~~5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.~~

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed either by two members of council or a member and the RFO in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.

The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. [Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.]
- 6.19. [A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.]
- 6.20. [Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.]
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- ~~7.6. An effective system of personal performance management should be maintained for the senior officers.~~
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- ~~10.2. Order books shall be controlled by the RFO.~~
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC’s model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [CHARITIES]

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk

management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

13 July 2021

Grant Applications - Terms and Conditions

Revisions to the terms and conditions below are set out as additions in ***bold italic*** and deletions as ~~struck through~~.

1. Applications can only be made by 'not for profit' organisations that have their own constitution and bank account.
2. Applications can only be made by an officer (Chairman/Treasurer/Secretary etc) of the organisation.
3. Applications should be submitted by 15 March for consideration by the Council in April or by 15 September for consideration by the Council in October. Applications will normally be considered by the Council in April and October.
4. Grants will not normally be given to organisations from outside the parish unless there are identifiable benefits to a significant proportion of the residents of the parish, or a particular group of residents. If this is the case, please provide details with the application.
5. National charities will not be supported at a local level by parish council grants.
6. When considering applications, preference will be given to:
 - a. Capital and Event funding applications
 - b. Those organisations that can demonstrate that other fund-raising efforts have been made.
7. Quotes must be provided in support of Capital or Event funding Applications.
8. Applications for Revenue funding must make it clear how this benefits the residents of Southbourne.
9. Applications for repeated Revenue funding must provide the date(s) of previous applications and the amount(s) awarded. It should not be assumed that a repeat application will be automatically successful and applicants should therefore have regard to 6b above.
10. Applications for grants must be accompanied by:
 - a. Either last year's audited accounts for Capital or Event funding applications or two year's audited accounts for Revenue funding applications or a projection of income and expenditure if a new group and
 - b. A copy of the current constitution.
11. The Parish Council reserves the right to
 - a. Request more information before making a grant
 - b. Provide a grant less than the amount requested
 - c. Decline to make a grant

- d. Publicise the grant or grants awarded. If so, the applicant(s) are expected to participate in any publicity.
- e. In exceptional circumstances award over £2000 and in which case a full report will be required once the project is completed.

12. Personal information will be held in accordance with the **General Data Protection Regulations (GDPR)** ~~Data Protection Act 1998.~~

13. If the Council chooses not award a grant under this scheme it may be considered through the business plan and other external grants such as New Homes Bonus.

13 July 2021

Income and Expenditure

Joint Burial Cttee	Reimbursement	£9,135.15
		£9,135.15
Expenditure		
Arun DC	Invoice 8133346071	£86.90
Clerk	Council anti virus software	£59.99
Southbourne Village Hall	SVH-2021-5	£7.00
Mulberry & Co	Invoice 50122	£42.00
SSE Southern Electric	Pavilion electricity (DD)	£79.69
CIA	Invoice 364988	£171.60
VisionICT	Invoice 12998	£21.60
MMO	Internal Audit	£518.70
JDS	Invoice 3272	£50.00
JDS	Invoice 3267	£160.00
Arthur J Gallagher	Invoice 507837698	£2,200.92
Microsoft	Invoice E0800EAXTW	£270.72
D Thornton	Invoice 8240	£1,800.00
White Horse Contractors	Invoice 2950	£10,655.24
G Burley & Sons	Invoice 14001177	£463.20
SSE Contracting	Invoice 095634	£241.44
Hampshire ALC	Invoice INV4689	£96.00
	Total	£16,925.00

13 July 2021

Flanders Close Allotments

Hyde has now confirmed that it is willing to sell the Flanders Close allotments to Southbourne Parish Council for £1 on the following terms.

1. Payment of £450 + VAT (and £100 for disbursements) for its legal work pertaining to this sale.
2. Application of the following restrictions to the purchase of the land:
 - The existing restrictions from the S106 agreement.
 - The land should be used for community garden and allotment use only.
 - No construction (either temporary or permanent) is permitted excluding a single garden storage shed.
 - Hyde will need to retain rights of access over in order to maintain the 2 sewage pump stations on the allotment that serve our nearby properties.
 - Water connection will be permitted on the site subject to the section and cross over agreements.

In addition the Council will need to allow for the costs of its own conveyancing fees. While there is no budget specifically for this the Council could seek a variation from Chichester District Council (CDC) to its original New Homes Bonus project in order that the acquisition costs could be met from that funding. Alternatively, the Council could consider either using some of its Capital budget (£4500) or the Community Infrastructure Levy (and in which case the Council would need to notify CDC that this needed to be added to its Infrastructure Business Plan)

Recommended – that the Council considers the offer and if agreed, the funding for it.

Robin Davison
Clerk and RFO

Southbourne Parish Council – Tue 13th July 2021

District Councillors' Report
Tracie Bangert & Jonathan Brown

Full Council Meetings (During Covid-19)

We had our first full council meeting in June. Due to Covid-19 restrictions only 50% of the members were allowed to be in attendance and were sat in what can only be described as Perspex boxes - it will be a relief when some normality returns to the Council. The meeting lasted only 20 minutes as it was just arranged to ratify the Neighbourhood Plans of Boxgrove and Selsey. (TB)

Covid-19 Business Grants

There are currently no open Covid-related grant application schemes. There is one pot which still has some money in it, but it's closed to new applications. Once the backlog has been handled, it will re-open if there's anything left. It is meant to run until March next year, so it is possible. I'll keep an eye out for it re-opening. (JB)

Overview & Scrutiny Committee

I attended a meeting on 15 June where I was elected Vice Chair. We looked at the future roles of the Recovery Groups and it was decided that the Economic Recovery Group would continue as the Economic Development Panel on a cross party basis, as issues remain about economic recovery following Covid-19. Adrian Moss, as the Chair, gave an Annual Report, which outlined the successes of OSC, particularly having had Southern Water and other statutory bodies attend a meeting with the Committee. This can be quantified by the fact that over seventy questions were submitted at that meeting. Adrian has now decided to relinquish the Chair which will be passed to senior Councillor Clare Apel. My particular interest in this meeting was around branding and the night-time economy (the latter is almost non-existent). Many historic cities and towns have undertaken branding to boost their economies, and the Great Sussex Way is an example of what we are doing at Chichester with Danielle Dunsfield, its CEO, identifying Chichester as 'the wine capital of Sussex'. Rebranding will be brought to Full Council at our next meeting. (TB)

Boundary Review Panel

This panel met to consider CDC's response to the Boundary Commission for England's consultation on proposed changes to parliamentary constituencies. A government decision to prioritise constituency size rather than community identity (or any other forms of addressing the different weight votes have in different parts of the country) has resulted in constituencies all over the County (and likely the country) being split, merged, etc. The proposal for Chichester hives off half of the Manhood Peninsula and communities to the south and east of Chichester City. The Panel will be presenting some alternative proposals for consideration to Full Council. (JB)

Licensing Sub-committee

I attended licensing, where we agreed to the new Hackney Cab regulations. Pavement licenses were also discussed, from a question I brought to the Sub-committee, which enable businesses to put out tables and chairs on the highway. Eighteen applications have been granted, which include an ice

cream parlour and a pasty shop; a few have late licenses up to 9pm. The Government has agreed to waive charges on these licenses for the remainder of 2021 and 2022, so we may have our own café society in Chichester. (TB)

Local Plan

There is not a great deal to report, as the evidence-gathering continues (and we go round in circles with Southern Water). There should be an important update on the viability of the proposed Stockbridge Link Road in the July Council Meeting. The capacity of the A27 is potentially a major constraint upon the plan. (JB)

Housing Policy Research

I have joined a Lib Dem housing policy working group as well as seminars hosted by the Local Government Association (LGA) with a view to trying to learn what best practice other Councils are doing and which could be adopted in Chichester. This covers environmental (zero carbon) standards, up-front infrastructure provision, social housing provision, etc. (JB)

Climate Change Policies & Action Plan

I have been working with the Chichester XR Political Engagement Group to try to help them support CDC's Climate Action Plan and to provide constructive criticism where required. My proposed climate change budget amendments are coming to the Environment Panel for consideration on 12th July. (JB)

Neighbourhood Planning

I will report an update on the Neighbourhood Plan separately. (JB)

Chichester University

Last week a number of CDC Councillors went to the University of Chichester to listen to a presentation from the Vice Chancellor, Professor Jane Longmore and the President of the Student Union, Mo Ekundayo. We learned about their plans for expansion, which included beginning to train nurses, and their long-term goal to attract more home and foreign students. One of the difficulties they face is their lack of dedicated student accommodation and students often do not come to the City because of its lack of a nightlife. Chichester is one of the smaller UK universities, but it is 29th in satisfaction ratings. It has been established for 150 years, originally teaching theology and teacher training, which it still does at its Bognor campus. Interestingly, Chichester is the only university in West Sussex, so we are fortunate in having it in our midst. Connections with CDC have never been strong, however, although now there are plans to improve these links and promote the University. (TB).

Bourne Community College

Talks have continued between Andrew Kerry-Bedall and the Head, Yvonne Watkins to look at the need for a community bus service linking Thorney Island and the school. Andrew has put in a lot of detailed work to support this proposal, for which he has received praise from the military and local District and Parish Councillors. (TB)

I covered for Tracie by attending a meeting at BCC in relation to the service. It was very constructive with lots of ideas for how different community needs can complement each other. Very exciting! (JB)

Tuppenny Barn

I arranged for Senior Manager CDC, Pam Bushby, to speak to leaders of the horticultural therapy group on safeguarding. This was very successful and they have now been linked up to other organisations which can provide advice and help members of the therapy group progress in the future.

Duncan Bryant commented: "Tuppenny Barn was thrilled to be able to hold its annual open day on the 4th July, enabling the doors to be open to the public, inviting them to experience all that the charity has to offer. It was lovely to see so many people coming through the gates, some of whom were regular customers but many who were new either to Tuppenny Barn or to the area. Thanks to the gardening team and volunteers, the organic small-holding was looking at its best. We had our bee keepers giving talks about all things buzzing, we had our education team running small planting workshops and making bee bombs, the green therapy team were showcasing their polytunnels and we were sharing our future plans of the new community café and shop that is underway. All this was topped off with a fantastic array of cakes, biscuits and cream teas that had been made by our wonderful team of volunteers. The day was a great success and it was wonderful to welcome our community to Tuppenny Barn." (TB)

Bramley Gardens Hedgehogs

As a consequence of the Outliers initiative, I reported a large amount of building rubble, which had been left for a number of years, in Bramley Gardens. On reporting it, I found out that it was unclear who had put it there, and that some of the residents had been involved in trying to have it removed for some considerable time. I approached Cllr Alan Sutton, Cabinet Member for Housing and Liaison with Hyde, who spoke to the CDC Housing Manager, Linda Grange. Although Hyde denied being responsible for the waste, they agreed to clear it as a goodwill gesture. They then arrived with the appropriate equipment to be met by a concerned resident who was worried that there might be hedgehogs nesting in the rubble. Hyde withdrew and I spoke to Sarah Hughes, CDC's Wildlife Officer, to get some advice and, on contacting the residents who had been in touch with me, discovered that many of the gardens in the area received regular visits from hedgehogs. Last week Alan, Amanda Tait, Lyn Hicks, Jonathan Brown and I explored the area, met the local residents, and surveyed the rubble. Wisely, Amanda said that we should not do anything until the nesting season was over in Autumn, which was agreed. Even though we have not been able to clear the rubble yet, a plan is in place and we had some excellent conversations with the residents who now know they can get in touch with us for help on a number of issues. (TB)

Peter Pond

One of the most pleasant trips and meetings I have had in the last month has been with Dave Gatrell, custodian of Peter Pond. Both of us dressed smartly (I had a further meeting), but that did not stop us getting into the mud! He explained the background to the Pond, some of the obstacles he has had to overcome, and outlined projects for the future. In the meeting I learned about the wildlife and the plant life in this wonderfully biodiverse area. Peter is now in touch with Tuppenny Barn and it is hoped that they can cooperate on future projects. (TB)

13 July 2021

Finance and General Purposes Committee

Report 14 June 2021

1. Present for the meeting was Cllr Hicks, Cllr Brown, Cllr Tait, Cllr Taylor & Cllr Thorne
2. The committee appointed Cllr Thorne as chair
3. F&GP still has one vacancy
4. F &GP received a presentation from Caroline Buckland the CEO of Rialtas which was very informative and there is a plan for Caroline to join a session with JBC working group.
5. It was agreed that at every SPC meeting a detailed Income & Expenditure report for the month before to be presented, along with balances of all accounts.
6. Dee Thornton joined the meeting to update the committee that there was a possibility of £9000 left from the NHB which could be used for the allotments.
7. Cllr Tait & Cllr Thorne meet on 21 June 2021 to discuss possible projects and informed Dee Thornton.
8. o/s action - Clerk to obtain 3 quotes from the auditors agreed by SPC and to add Mulberry & Co (Westbourne's internal).
9. Cllr Thorne attend the Financial Regulations course on 23 June 2021 and will report back to F&GP
10. Future IT requirements have been put together and sent to two companies (see attached) the F&GP sub committee are to receive a presentation from CloudyIT on 13th.
11. Security software has been purchased and installed for employees IT equipment.
12. Currently the only projects agreed by SPC outside of the NHB is Village Signs and the Pavilion. Updates and requests are expected at F & GP by 15th July 2021.
13. Projects for NHB see Agenda Item 9a

SPC decision

- F &GP would like to meet monthly for 1 hour to review and approve non standing order payments in more detail for the SPC to note. – **Decision require.**
- F & GP will explore any financial requests for further information from SPC
- F & GP will monitor and evaluate projects from NHB, Cil fund, 106 fund & general reverses.
- F & GP would like to invite members to an extra F & GP meeting on 24th August 2021 to discuss direction of travel regarding future projects which sit along side the business plan.

Phillippa Thorne

Chairman, Finance and General Purposes Committee

13 July 2021

Allotments Committee Report

The inaugural meeting of the Allotment Committee took place on the 14th June with Lyn Hicks attending as an observer.

Bob Taylor was elected as Chairman and he promised to work hard with other members to make the Allotment Committee a success. Amanda has done such a splendid job over the past 18 months setting up the allotments in Southbourne Fields it will be a hard act to follow. But with Amanda's experience and Lyn's knowledge of how allotments work no doubt we will get there. We will be working as a team.

The first matter in hand is to set up the Allotment Committee's "Terms of Reference" and it was decided members would do some research and bring back some suggestions to the next committee meeting.

Tracie reported that the Clerk had written to the allotment holders to ask for a volunteer to represent them on the committee. It was later learnt that two of them had volunteered namely Jenny Ullman and David James.

Tracie also agreed to ask the Clerk to let the committee have a contact list of the allotment holders and a copy of the agreement which the holders duly signed regarding their rental.

There have been a few problems recently regarding the water supply and the standpipe at the rear of plot 2 needed to be moved. Amanda arranged to meet Darren Riddoch at the allotment and between them it was sorted out and the standpipe has been moved next to the gate. Darren's help and expertise has been much appreciated.

Amanda also had a list of jobs to be completed which includes dropping the kerb entrance, laying reinforcements along the main grass path which will eventually be covered by grass matting. Also erecting a Notice Board.

Tracie stated she is waiting to hear from Hyde Housing Association regarding the purchase of Flanders Close Allotments which appears imminent. We hope, if successful, it will lead to the possibility of Hyde selling some other allotments in Southbourne to the Parish Council.

Great news. It has come through that Hyde have agreed to sell the allotments in Flanders Close to us for a £1. - legal costs to be paid by Southbourne Parish Council.

Finally a date and place for the next meeting is to be decided when our two additional members are in place.

Bob Taylor

Chairman, Allotments Advisory Committee

13 July 2021

Neighbourhood Plan Steering Group (NPSG)

The Steering Group met on 6th July and elected me to continue as Chairman.

Through CDC we have requested the appointment of an independent government Examiner to look at our Neighbourhood Plan and all of the submissions made during the Regulation 16 Consultation. We have no information on when this might begin, but do not expect this to be before September.

The various submissions will not be shared with us in advance of everything being made public. In the meantime, work has begun on preparing for Masterplanning process, also not expected to begin until after the summer.

Jonathan Brown
Chairman, NPSG

13 July 2021

**Westbourne and Southbourne Joint Burial Committee
Working Group 30 June 2021**

Agenda Point 2.

We looked at the second part of the recommendations that applied to SPC/WPC with the following points:

- JBC Chair to be co-opted to the host authority's relevant staffing committee when the JBC Clerk is being discussed.
- We need to produce a Memorandum of Understanding to go alongside the the constitution that deals with how to raise concerns anyone may have with the JBC clerk - it should refer to the Host Authority's processes as they cover the employment.
- Really important that we observe/meet with other JBCs to establish how they operate and work out best practices, including how accounts are audited, how assets are divided and if they and how they adhere to S101.
- **Action - Lynn, Clare & Ann to meet with other JBCs.**

Agenda Point 3

- Agreed that the constitution will lay out requirements for publishing finances and updating each Parish Council quarterly. Meeting Agendas & minutes to be published in a timely fashion.
- WPC website links to SPC JBC website - this will continue so as to reduce duplication of information.
- WPC has recommendation that both PCs have the same auditor and that the JBC accounts need to be audited as part of each PCs accounts.
- **Action - Robin is contacting three auditors for quotes for next year and as part of that will pose a question to the auditors on their recommendation on how to separate accounts and if it is beneficial to have the same auditor for both PCs. Liaise with Clare, Lynn & Mike to ensure we are asking the right question.**
- WPC were unclear on how Rialtas works and SPC have suggested the working group invite Caroline Buckland from Rialtas to come and do a presentation to the working group on how the system works.
- **Action - When we have determined we require our next meeting, we liaise with Caroline to make sure she can attend too.**
- The financial accounts were touch upon under Agenda 2 and will be drawn into constitution
- External Audit to be covered when other auditors contacted by SPC as part of action above. As a working group we then need to establish how assets and income/bank account is split across the two Parish Councils.

Agenda Point 4

- Need to determine the requirement of the roles as there are two distinct roles that will hopefully be incorporated into one role but if not we are open to two roles.

- **Action - Lynn & Mike to draw up job spec including qualifications before taking next steps**
- We discussed potential of WPC & SPC clerks having the availability to take on the role. SPC clerk doesn't but they will be a Deputy Clerk in future and SPC will need to determine if that person has scope. WPC Clerk has scope permanently but not short term as locum elsewhere. This remains a possibility moving forward.

Agenda Point 5

- All agreed that Host Authority means the Council that is responsible for the employment of the JBC Clerk and RFO responsibilities. The RFO responsibilities can be delegated to the JBC Clerk on a day-to-day basis.

Mike Magill

Chairman JBC Working Group

13 July 2021

Outlier Reports

Outliers Report 19th June 2021 – Neil Redman

Section 1: Brief report

Section 2: Photographic pictures taken for reference

Garsons Road

Observations: parking on grass verges where there is no layby or driveways, some households have two or more cars. Parking on a Saturday morning was noted. **Photo Ref: 1.1, 1.2, 1.3**

Action: Increase layby development, WSCC, HYDE?

Restrictions: Layby on a bend maybe a safety issue

Weekday Parking in Garsons Road is busier from 8.00a.m due to staff from the local children's nursery – Green roots using laybys where available.

Action: Ensure notice is served to workers that they consider peoples access?

Grass verges are maintained by contractors in relation to which local authority owns them

Action: None – kept up to date

Longlands Road

Observations: Entrance to Longlands on the right hand side had two trees recently planted, one has been damaged by recent bad weather. **Photo ref: 1.5**

Grass verges are maintained by contractors in relation to the authority that owns them.

Action: None – kept up to date

Action: Check with SEG if they were planted by them or CDC?

Observations: Two tree in Longlands would benefit a survey due to their size. Both on Hyde owned land I believe and not CDC/WSCC. **Photo ref: 1.6**

Action: Tree survey?

Observations: The two separate garage areas in Longlands kept in good condition. All seem to be occupied Hyde are the landlords. **Photo ref:1.7**

Action: Lighting to be potentially sourced

Trafalgar Close

Observations: Nothing to report

Action: None

First Avenue

Observations: Pathway is very uneven would benefit a survey being completed and the property that is under new development (opposite second Av) is still under construction but not been worked on for some time. Hedge/bush in the Library needs tidying up. Village hall car park has a white van using it for parking. **Photo ref:1.8**

Action: Library grounds to be tidied. Pathway to be assessed for repair

Second Avenue

Observations: Very limited parking leads to cars parking on the path. Public footpath has been cleared which links Garsons Road across to Mons Close and the fields through Alfrey Close.

Photo ref: 1.9

Action: Monitor public footpath, unsure how to approach cars parked on the path as it would cause the road to be blocked for emergency services or refuse collection

Lazy Acre

Observations: Only to note some old vehicle tyres stored against a fence.

Action: None

Mons Close

Observations: To note, a white van that had not moved or been used for some time has been removed. Open space between the rear of houses in Garsons Road and the new development of Alfrey has been left. Tree to be potentially surveyed. **Photo ref: 1.10, 1.11**

Action: Check the open space and the tree.

2. The spurs on many of the trees down Southbourne Avenue are now blocking the path, as can be seen in the picture. One or two have been cleared by neighbours, but the majority are in this state.

Action: TB to report to Highways at WSCC (again)



3. The street name sign on Apple Grove is almost completely obscured (see picture below).

Action: TB to report to CDC



4. The footpath by the railway line (although just outside area) is now almost completely blocked as shown in the picture below.

Action: Contact WSCC



5. The CDC Manager for Housing, Linda Grange, and Cllr Alan Sutton, Cabinet Member for Housing and Liaison with Hyde, have been working with me to resolve the issue of rubble along Bramley Gardens. It has been agreed that Hyde will clear this as a goodwill gesture, as there is some contention over who the rubble is associated with. What needs to be done first, following advice from CDC's Environment Officer, Sarah Hughes, is that the area needs to be checked for hedgehogs (a number of residents have sighted them in the area). A meeting was held on 1 July when Cllr Sutton came to check the area and to talk to residents, along with Cllr Jonathan Brown, Chair of the Parish Council, Lyn Hicks and Chair of Southbourne Environment Group, Amanda Tait. It was decided that clearance would wait until September to avoid any nesting hedgehogs. See picture below.

Action: Continue to monitor.



6. At the far end of Russet Gardens, there is a small patch of wilderness which leads onto the farmer's field beyond. Last year I helped clear the area as a mission from SEG, and it has remained rubbish-free (see first picture below) I was pleased to see that one of the residents had cut through their fence to create a hedgehog highway – I would suggest that we all do this if possible (see second picture below).

Action: None



