



## Southbourne Parish Council

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### NOTICE OF A MEETING OF SOUTHBOURNE PARISH COUNCIL TUESDAY 11<sup>th</sup> MARCH 2025

Councillors are respectfully summoned to attend a meeting of Southbourne Parish Council on **Tuesday 11<sup>th</sup> March 2025** commencing at **7.00pm** at **St John's Church Centre, Main Road, Southbourne PO10 8JE** for the transaction of the business on the Agenda below.

Members of the Press and public are welcome to attend.

Sheila Hodgson  
Clerk to the Council

Date: 5<sup>th</sup> March 2025

### AGENDA

1. Chairmans Introduction and Welcome.
2. Apologies for absence.
3. To approve and sign the Minutes of the Southbourne Parish Council Meeting held on the 11<sup>th</sup> February 2025
4. Declarations of Interest.  
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days
5. Adjournment for Open Forum.
6. Clerk's Update.
7. To Receive and Note the following reports if available including consideration of any recommendations:
  - WSCC Councillor's Bourne Parishes Report
  - CDC Councillor's Report
  - Inspectors Bi-monthly reports
8. To appoint a representative to the Allotment Committee to replace Cllr. Sivyer who wishes to step down from the Committee.
9. To Receive and Note the Minutes of the Planning Committee Meeting held on 13<sup>th</sup> February 2025 including consideration of any recommendations

10. To Receive and Note the Report of the Staffing Committee meeting held 27<sup>th</sup> February 2025 including, to note the resignation of the Administrator & Communication Officer and consideration of any recommendations.
11. To Receive and Note the Minutes of the Joint Burial Committee meeting (if available) held 3<sup>rd</sup> March 2025 including consideration of any recommendations
12. To Receive and Note the Minutes of the Allotment Committee meeting held 6<sup>th</sup> March 2025 including consideration of any recommendations
13. Financial Reports - Month End  
To receive and Note, the reports for the Months of January 2025 and February 2025 20as follows:
  - To Note verification of bank reconciliations for the Councils Current Account, Premium Business Account, CCLA Deposit Account, Nationwide Account, Redwood Account and Nat West Account for the months of January and February in line with the Councils Financial Regulations
  - To Note the Income & Expenditure for the period covering 1<sup>st</sup> April 2024 – 28<sup>th</sup> February 2025
  - To Note the Balance Sheet, Receipts and Payments report and EMR reports
14. To Approve pending payments and ratify payments as previously circulated
15. To Note the date for the End of the Year End Internal Audit
16. Consideration of update in respect of Employers Pension Liability Insurance including consideration of 2025 renewal
17. Consideration of spreading funds held in reserves more evenly across the portfolio to mitigate risk
18. Further consideration of arrangements for Business Plan
19. Consideration of arrangements for the Annual Electors Meeting to be held between 1<sup>st</sup> March and 1<sup>st</sup> June including date, venue, and promotion
20. Public Art Section 106 Priors Orchard – consideration of support of a proposal for utilisation of funds for a project to install some artwork at Priors Orchard
21. Consideration of Grant application from AGE Concern for a donation of £1,125.00 towards replacement fencing.
22. Update on Sussex Day Event including:
  - To ratify any associated expenditure
  - Update on planned entertainment and consideration of recommendation as detailed in accompanying reports
  - Consideration of wording for two tree plaques in respect of D-Day 2024 80<sup>th</sup> anniversary and VE & VJ Day 2025 80<sup>th</sup> anniversary
23. Date and Time of next meeting.

*(Agenda Item 10 - members of the public may be required to leave the meeting temporarily for this item should Members Resolve to move to Confidential Business (S.O. 3d)staffing)*