**Southbourne Parish Council**

The Village Hall

First Avenue, Southbourne

PO10 8HN

Telephone (01243) 373667

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[www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

Clerk to the Council

Sheila Hodgson

[clerk@southbourne-pc.gov.uk](mailto:clerk@southbourne-pc.gov.uk)

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**NOTICE OF A MEETING OF SOUTHBOURNE PARISH COUNCIL**

**TUESDAY 13th MAY 2025**

Councillors are respectfully summoned to attend a meeting of Southbourne Parish Council on **Tuesday 13th May 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: 7th May 2025

**AGENDA**

1. Appointment of Chairman - to nominate and elect a Chair for Southbourne Parish Council

1. Chairs acceptance of Office
2. Appointment of Vice Chair - to nominate and elect a Vice Chair for Southbourne Parish Council
3. Chairs Introduction and Welcome
4. Apologies for absence.
5. To approve and sign the Minutes of the Southbourne Parish Council Meeting held on the 8th April 2025
6. 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

1. To consider an application for the role of Co-opted Member to Southbourne Parish Council.
2. Adjournment for Open Forum including to review any comments or proposals received at the Annual Electors meeting
3. Clerk’s Update
4. To Receive and Note the following reports if available:

* WSCC Councillor’s Bourne Parishes Report
* CDC Councillor’s Report
* Bournes Forum Report

1. To Receive and Note the Minutes of the Planning Committee Meetings held on 17th April 2025 and 8th May 2025 including consideration of any recommendations
2. To Receive and Note the Minutes of the Southbourne Environment Group meetings 10th April 2025 and 8th May 2025 (if available) including consideration of any recommendations
3. To Note and Approve the Schedule of Meetings for 2025/26
4. To appoint Members (and Chair/Vice-Chair) to serve on the following Committees.

* Allotments
* Complaints Committee
* Joint Burial Committee
* Planning Committee
* Staffing Committee

1. To appoint Members to sit on the Parish Council’s Steering Groups, Working Groups and outside bodies including:

* Southbourne Environment Group
* CDALC
* WSALC
* Bournes Forum
* Henry Smith Charity
* Operation Watershed Nutbourne
* Road Safety Group

1. To review the Terms of Reference and any delegation arrangements for the Committees
2. Annual Review of the Council’s Internal Control Policies, Procedures and Practices including to review the draft policies as proposed for adoption as listed:

* Standing Orders
* Financial Regulations
* Risk Assessment 2025/26
* Grant Application and Criteria

1. To confirm Bank Signatories and to reaffirm continuance of the current policy that verification of bank reconciliations will be completed by any of the current bank signatories excluding the Chair in line with Financial Regulations
2. Financial Reports - Month End

To receive and Note, the reports for the Months of March 2025 and April 2025 as follows:

* To Note verification of bank reconciliations for the Councils Barclays Current Account, Barclays Premium Business Account, CCLA Account, Nationwide Account, Nat West Account, Redwood Account and Unity Bank Account for the months of March and April in line with the Councils Financial Regulations
* To Note the Income & Expenditure for the period covering 1st April 2024 – 31st March 2025 and for 1st April 2025
* To Note the Balance Sheet, Receipts and Payments reports and EMR report

1. To Approve any pending payments and to ratify payments as previously circulated including to Note overpayment of £129.96
2. To receive and Note the Year End Reports including

* To receive the bank reconciliation to 31st March 2025 and to Note Income & Expenditure against budget for financial year 1st April 2024 - 31st March 2025.
* To Note the Statement of Accounts

1. To Note receipt of the first instalment of the Parish Councils precept of £128,823.50 for 2025/26 and to further note receipt of April CIL funds of £159.391
2. Consideration of the Southbourne Parish Councils Insurance Renewal due 1st June 2025 and to re-affirm the continuance of the Ill Health Liability Insurance for 2025 SPC June Min 201 refers
3. Consideration of Prime Account at a cost of £98.00 per annum to reduce overall annual delivery cost from Amazon
4. Update on Sussex Day Fete
5. Date and Time of next meeting