

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 26 SEPTEMBER 2017
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs. D. Lainchbury (Chairman), K. Greenway, B. Knight and T. Marshall.

In attendance: Mrs D. Holcombe (RFO/Clerk) and Mrs S. O'Connell (Deputy Clerk)

17178 Apologies for Absence

Cllrs Meagher, Ralph and Spencer.

17179 Declarations of Interests

Members were reminded that should interests arise during the meeting they should be declared at that time.

17180 Minutes of the Meeting of the 27th June 2017

RESOLVED that the Minutes of the meeting of the 27th June 2017, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

17181 Matters Arising from the Minutes

Minute 17079 – Cllr Lainchbury informed members the proposed signage had now been installed.

17182 Grants

The Clerk informed members no applications had been received. £300 remains for S137 and £400 for S142.

17183 Reserves

The Clerk had previously circulated a report on the Reserves. Members considered the report. Members agreed no changes were needed to the current situation of the Reserves. Members briefly discussed the need to have a 5-year business plan, which will be looked into by the Clerk and F&GP Committee at a future date.

RESOLVED to agree that no changes were needed to the current situation of the Reserves.

17184 Budget

The Clerk had previously circulated the first draft budget for 2018 – 2019.

The Clerk explained that a couple of cost centres had been altered due to an increase in water rates and telephone bills, but the total expenditure had not



LOTTERY FUNDED

changed. Members discussed the draft budget and agreed to recommend it to Council at the October Council Meeting.

RESOLVED to recommend the draft budget to Council at the October Council Meeting.

17185 Bersted Jubilee Hall Expenditure 2017 -18

- a) The Clerk had previously circulated the income and expenditure report for Bersted Jubilee Hall and informed members that spending was where it should be at this time of year.
- b) Cllr Lainchbury informed members that he had obtained 4 quotes for 34 T-shirts with the Council logo embroidered on them, for Councillors, staff and the groundsman. Members considered the quotes provided and agreed to recommend to Council that they were purchased from Unique Workwear, Printing and Embroidery in Bognor Regis at a cost of £312.84 inc VAT.
RESOLVED to recommend to Council purchasing 34 T-shirts for Councillors, staff and the groundsman, from Unique Workwear, Printing and Embroidery, at a cost of £312.84 inc VAT.

17186 Bersted Parish Council – New website options

The Clerk had received notice from Arun DC that they will stop supporting Town and Parish websites hosted by Verseone at the end of March 2018.

The Clerk had previously circulated copies of three quotes for members to consider. Members considered the options and the recommendation of the Clerk, Deputy Clerk and Cllr Marshall to use e-mango, as they have a proven record for creating Town and Parish websites and are used by NALC and SSALC. Members agreed to recommend to Council that e-mango will create the new Parish website.

RESOLVED to recommend to Council that e-mango will create the new Parish website.

17187 Correspondence

The Clerk informed members that she had received a letter from HSBC Bank regarding the Parish Council's account, which has a balance of £619, as there had been no activity on the account for over a year. The Clerk explained that she had contacted them to say that the account was still needed and they had requested that another signatory was added.

17188 Urgent Matters
None

There being no further business the Chairman closed the meeting at 19:53

SignedChairman of the Committee



LOTTERY FUNDED