

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL. HELD at 19:00 ON TUESDAY 27TH JUNE 2023
AT BERSTED JUBILEE HALL, CHALCRAFT LANE, PO21 5TU.**

- Present:** Cllrs. D. Lainchbury (Committee Chair), A. Van Koolbergen (Committee Vice Chair), K. Greenway, J. Spencer.
Mrs Holcombe - Clerk and Responsible Financial Officer (RFO).
- 23083 Apologies for Absence**
Cllr P. Wells.
- 23084 Declarations of Interests**
Members were reminded that should interests arise during the meeting they should be declared at that time.
- 23085 Public Session**
None.
- 23086 Minutes of the Meeting of the 23rd of May 2023**
RESOLVED that the Minutes of the meeting of the 23rd of May 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 23087 Matters Arising from the Minutes**
Minute 23041-Cllr Greenway enquired if any update had been received from Arun Dc regarding Members Allowance. Clerk/RFO confirmed no, but the forms are available should they wish to be completed by Cllrs in preparation of receiving the required information from Arun DC. Once known this item will be a Council agenda item.
- 23088 23/24 Income and Expenditure**
a) The Clerk/RFO had previously circulated the June Income & Expenditure to Members. Members reviewed and requested a few updates and approved.
RESOLVED to approve the 23/24 Income & Expenditure for June.
ACTION Clerk/RFO to update where required for the next Council meeting.

The Clerk/RFO drew Members attention to the previously circulated memo containing additional information for items b) to d).

b) Approve the cost of a Dictaphone up to £50.

c) Approve a change to the circulation of the parish newsletter from monthly to bi-monthly, achieving an annual saving of 1,195.

Members discussed and agreed the above, Members also asked Clerk/RFO to request maps of delivery area and agenda to review again. Cllr Greenway offered assistance with utilising social media to distribute the parish newsletter and asked if copies can be made available for him to handpost. Cllr Spencer also offered to distribute some copies by hand if required.

RESOLVED to approve the above.

ACTION Clerk/RFO to arrange the Dictaphone purchase and contact magazine publishers to instruct the change to bi-monthly magazine distribution and request maps of delivery area and agenda to review again.

23089

23/24 Reserves

Clerk/RFO had previously issued copies of the Reserves.

- a) Members approved no further commitments to Election costs until we reach the Election budget year.
- b) Members approved to utilise the Reserve Spinney/Emergency Resilience commitment for the necessary Spinney H&S costs, including the recent storm damage.

RESOLVED to approve the above.

ACTION Clerk/RFO to manage the necessary arrangements.

23090

24/25 Budget Commitments

a) Approve a commitment for Riparian Responsibility for the Spinney/Jubilee Field ditches, Members agreed that an increase of 2,000 was required to CC22 to address the works required along with an ongoing additional budget CC for future Riparian Responsibility.

b) Approve a commitment to Emergency Resilience, Members agreed there was a need to address this and requested this to be deferred until September to allow time for research.

RESOLVED to itemise a) at next Council for approval.

RESOLVED to itemise b) at September Finance meeting.

ACTION Clerk/RFO to itemise as above.

23091

23/24 Standing Orders and Financial Regulations

Clerk/RFO had previously issued copies of the Standing Orders and Financial Regulations to Members. Members reviewed and approved no changes were required to the Standing Orders, they noted Clerk's comments about some have moved away from using Chairman and now use Chair. Members confirmed they would prefer to await direction from NALC. Regarding the Financial Regulations Members requested that this item be deferred to September's Finance meeting to allow for final agreement over the wording of the Financial Regulations 4. Budgetary control and authority to spend.

RESOLVED to defer the Financial Regulations to the September Finance meeting and then October Council meeting for approval.

ACTION Clerk/RFO to itemise for the September Finance meeting and then October Council meeting for approval.

23092

23/24 Terms of Reference

As requested by Council, Members reviewed the Terms of Reference to incorporate an annual review of Standing Orders and relevant previous Forward Plan Committee Terms of Reference regarding Reserves.

Members requested a new layout and an addition to these terms to assist Council to monitor and evaluate the Parish Business Plan. Members also requested that this item be deferred to September's Finance meeting for final agreement.

RESOLVED to defer to the September Finance meeting and then October Council meeting for approval.

ACTION Clerk/RFO to itemise for the September Finance meeting and then October Council meeting for approval.

23093 23/24 Grant applications

Clerk/RFO had previously issued copies of the grant applications received.

Members considered and approved the following grant applications:

Requested	Granted
4Sight requested 600	300
Arun & Chichester Citizens Advice requested 500	500
Arun Community Transport requested 500	0
Family Support requested 600	500
Victim Support requested 100	100
Arun A Cappella requested 500	300
Bognor Foodbank requested 1,200	300

RESOLVED that the Council, in accordance with its powers under Section 137 of the Local Government Act 1972, should incur the above expenditure, which in the opinion of the Council, is in the interests of the area and its inhabitants and will benefit them in the manner commensurate with expenditure.

RESOLVED to approve a total of 2,000 leaving a balance of 1,000 for the January applications.

ACTION Deputy Clerk to correspond with applicants and Clerk/RFO to arrange BACS payments.

23094 Correspondence
CCLA-PSDF market fund fact sheet.

23095 Urgent Matters- none.

There being no further business the Chairman closed the meeting at 21.10.

Signed Chairman of the Committee Date