

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY
27th FEBRUARY 2024, AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

Present: Cllrs. A. Van Koolbergen (Chair), K. Greenway (Vice Chair), A. Smith, J. Spencer, G. Yeates and Clerk/RFO-D. Holcombe.

23412 Apologies for Absence -None.

23413 Declarations of Interests

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

23414 Public Session- None.

23415 Minutes of the Meeting of the 30th January 2024

RESOLVED that the Minutes of the meeting of the 30th January 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

Cllr Greenway abstained as he was not present at this meeting.

23415 Matters Arising from the Minutes- None.

23416 Bersted Parish Council Expenditure

The Clerk/RFO had previously circulated the current expenditure for Members to approve, Clerk/RFO asked Members to note the following:

1. The recent H&S meeting regarding The Spinney and Jubilee Hall, actions are still to be concluded.
2. A replacement camera is required at a cost of £210 (23/24 Budget CC44 H&S) due to a broken camera by the container.
3. She also requested from Quickbooks (QB) a discounted rate as this has increased every year since Council subscribed. QB have agreed a 50% discount for 12 months.
4. As per her email to them on 21/2 (original correspondence was through the Deputy Clerk) that for the Shripney Operation Watershed site visit meeting 6/3/24, a fixed cost of £400 plus VAT including travel time and costs will be chargeable. Further work would be chargeable at £70 plus VAT on a cost reimbursable basis or a fixed scope and fee could be agreed.

These will be noted for Council on the next Income & Expenditure report. Clerk/RFO invited questions from Members present. Cllr Greenway asked for further information on CC16 and CC36 and requested could the variation column be added back into the report so Members could see the variation in monetary terms. Clerk/RFO agreed to circulate the information and insert an additional column. Members having no further questions, approved the current expenditure report.

RESOLVED to approve the current expenditure report.



LOTTERY FUNDED

ACTION Clerk/RFO to revise the current expenditure report for next Council and supply requested information.

23417

24/25 Expenditure (see maintenance plan for 24/25).

- a. Clerk/RFO invited Members to review the options, Clerk/RFO confirmed the 24/25 total budget for CC21 is 3,700. Members reviewed and approved quotation from Clova Windows for replacement main front doors at a cost of 2,100 (CC21), provisional installation April half-term advised.
- b. Clerk/RFO invited Members to review the options, Clerk/RFO confirmed the 24/25 total budget for CC22 is 3,500. Members reviewed and approved a Webb replacement petrol mower at a maximum cost of £350. (CC22). Members requested Clerk/RFO in conjunction with the Groundsman to do some research to establish the cheapest supplier for this model before purchasing.

RESOLVED Clerk/RFO to oversee the arrangements for the above.

ACTION Clerk/RFO to oversee the arrangements for the above.

23418

Risk Management & Emergency Procedure-Jubilee Hall (annual review)

Clerk/RFO invited Members to review the current policies and approve any changes required, (this forms part of Councils annual handbook review). Members reviewed the policies and agreed to recommend for approval. Cllr Greenway and Yeates requested Clerk/RFO to obtain some information for them for future consideration:

1. Check with Portakabin that costs are up to date.
2. Check with insurers that any increase in Portakabin costs is covered and what is the actual cost within our premium. This information would be considered at the next review, and Members could consider if the Portakabin arrangements were viable or renting a meeting room locally would be an alternative.

RESOLVED Clerk/RFO to agenda to next Full Council for approval.

ACTION Clerk/RFO to agenda to next Full Council.

23419

NEW POLICY-Financial Risk Management Record (NALC/JPAG)

Clerk/RFO informed Members she had obtained the National Association of Local Councils (NALC)/(JPAG) Joint Panel on Accountability and Governance Practitioners Guide 2023 after contacting them to obtain guidance on recommended Reserves. Clerk/RFO explained that the whole document consists of Annual Return (AGAR) guidance, and this record. This record is recommended as best practice, to use as a checklist to ensure financial related documents are reviewed regularly by Council. Clerk/RFO informed Members, this is in addition to the current Risk Management policies already in place and she is aware that an update on this policy is expected shortly, which she will agenda.

Members reviewed and agreed to recommend to Council for adoption.

RESOLVED Clerk/RFO to add to next Council agenda for approval.

ACTION Clerk/RFO to add to next Council agenda for approval.



LOTTERY FUNDED

23420 Investment Strategy Policy (annual review)
 Members reviewed and approved the Investment Strategy Policy and confirmed no changes were required.
RESOLVED Clerk/RFO to add to next Council agenda for approval.
ACTION Clerk/RFO to add to next Council agenda for approval.

23421 Parish Precept Statement
 Clerk/RFO confirmed that following the last Council meeting, this was emailed out to all Councillors for their comments, only a few replies were received which confirmed their agreement with the statement. Members reviewed and thanked Clerk/RFO for producing the statement, Cllr Greenway asked Members if the last six words could be removed, Members agreed. Members discussed whether we should state the median Band C or state the Band D equivalent. Members asked the Clerk/RFO to have available the Band D equivalent at next Council incase Council would prefer Band D stated rather than Band C for comparison purposes.
RESOLVED Clerk/RFO to add to next Council agenda for approval.
ACTION Clerk/RFO to add to next Council agenda for approval.

23422 Business Parish Plan
 Members reviewed the current plan and agreed that it needs slimming down, the information on slides 3-4, 7-24 and 33 could go on the new website and the rest of the slides could be updated and referred to the Finance Committee in May to view and recommend to Council. Cllr Greenway requested, if possible, could each committee review their slide to establish if they would like this updated before it goes on the website. Clerk/RFO confirmed she could arrange this. Members discussed further and in conclusion Cllr Van Koolbergen offered to lead the plan with support from Clerk/RFO.
RESOLVED Clerk/RFO to request committees add this to their next agenda and Clerk/RFO to agenda this item and their feedback for the Finance Committee in May.
ACTION Clerk/RFO to action as above.

23423 Correspondence
 Business Talktalk, Business Stream and Intuit Quickbooks (QB) advisories of increased costs. Operation Watershed Site visit costs.

23424 Urgent Matters-None.

There being no further business the Chairman closed the meeting at 20:11

Signed Chairman of the Committee Date



LOTTERY FUNDED