

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
OF BERSTED PARISH COUNCIL. HELD at 18:30 ON TUESDAY 21st MAY 2024 AT  
BERSTED JUBILEE HALL, CHALCRAFT LANE, PO21 5TU.**

- Present:** Cllrs. (Committee Chair) A. Van Koolbergen, J. Spencer, G. Yeates, A. Smith, B. Bellhouse. D. Holcombe - Clerk and Responsible Financial Officer (RFO).
- 24025 Election of Committee Chair for forthcoming year.**  
Clerk/RFO confirmed no advance nominations received. Cllr Spencer nominated Cllr Van Koolbergen this was seconded by Cllr Yeates. Members voted and all approved. Cllr Van Koolbergen accepted the position.
- 24026 Election of Committee Vice Chair for forthcoming year.**  
Members agreed to defer this item to the next meeting.
- 24027 Apologies for Absence**  
Cllr Greenway and Wells.
- 24028 Declarations of Interests**  
Members were reminded that should interests arise during the meeting they should be declared at that time.
- 24029 Public Session**  
Resident asked where the noticeboards were on Bersted Park-Cllr Spencer confirmed locations.  
Resident asked if there was any progress with the disabled parking bays in the carpark here -Clerk/RFO confirmed options are being considered and this is work in progress.
- 24030 Minutes of the Meeting of the 23<sup>rd</sup> April 2024**  
**RESOLVED** that the Minutes of the meeting of the 23<sup>rd</sup> April 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 24031 Matters Arising from the Minutes**  
Cllr Yeates regarding minute 23515 enquired if we have received the 5,000 from Arun DC, Clerk/RFO confirmed we had. Clerk/RFO confirmed there are sufficient funds to cover site visits, reports etc so an application can be submitted to WSCC, several site visits/surveys have taken place and reports have been received to support the application process.
- 24032 Income and Expenditure for 2024-2025**  
The Clerk/RFO had previously circulated the May Income & Expenditure to Members. Members had no further questions and approved.  
**RESOLVED to approve the 2024-2025 Income & Expenditure for May.**
- 24033 24-25 Business Parish Plan**  
Clerk/RFO had previously issued copies to Members to review, Members agreed that they were happy with the work done so far by the Clerk/RFO and would like to recommend to Council to review and approve on the basis that this committee could review again at their next meeting if Council wishes.  
**RESOLVED** to recommend to Council for feedback and approval.

**ACTION** Clerk/RFO to itemise to Council.

**24034 Parish Magazines Review**

Clerk/RFO had previously issued a memo containing information for Members to consider. Clerk/RFO gave an overview and confirmed that some of the options on offer would take the magazine costs over budget, Members were then asked for their comments. Members confirmed that they were keen to address the current issue of not all residents receiving the parish newsletter, even if it takes it over budget. Cllr Yeates suggested that a quarterly seasonal issue i.e Spring newsletter in A4 rather than bi-monthly in A5 may be a suitable option. Members agreed and asked Clerk/RFO to obtain costings and submit to next Council for approval.

Cllr Smith gave his previous experience of dealing with this issue in a previous parish. Clerk/RFO explained how it works in Bersted is that half the parish is covered by Sussex Views and half is covered by Bersted In Focus, and previous companies used have confirmed it has been delivered and yet not all residents still report it is not received. Cllrs confirmed their neighbours have the same issue. Clerk/RFO confirmed that she obtained the latest figures from Arun DC and submitted them to the potential new provider, and they confirmed the print is done in thousands so there will be spare for hand delivering, Clerk/RFO also confirmed that she will continue to go down the avenue of working with local hubs to assist advertising the parish magazines and seek information from her network of Clerks to see how the website could be utilised to create an automatic mailing list.

**RESOLVED** for Clerk/RFO to seek costings and itemise back to Council.

**ACTION** Clerk/RFO to itemise to Council for consideration.

**24035 Correspondence**

Confirmation from NALC, release of new model Financial Regulations April 2024. Clerk/RFO confirmed she is in the process of updating these to form part of the handbook 2024 and this will be itemised for the next committee meeting.

**24036 Urgent Matters**

Cllr Yeates suggested that a sweatshirt for Cllrs would be a suitable option for Cllr stands etc, even if they obtained their own plain ones and Council provide a badge to sew on. Members agreed and asked Clerk/RFO to obtain costings and itemise for next Council for consideration.

The start timing of the meetings was also raised, or the option of having back-to-back committee meetings. Members agreed and asked Clerk/RFO to itemise for next Council for consideration.

**There being no further business the Chairman closed the meeting at 19.08.**

**Signed ..... Chairman of the Committee Date .....**