

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL. HELD at 19:00 ON TUESDAY 25TH JUNE 2024
AT BERSTED JUBILEE HALL, CHALCRAFT LANE, PO21 5TU.**

- Present:** Cllrs. A. Van Koolbergen (Committee Chair), (Committee Vice Chair)
K. Greenway, A. Smith, J. Spencer, P. Wells and G. Yeates.
D. Holcombe - Clerk and Responsible Financial Officer (RFO)
and Community Clerk J. Milson.
- 24084 Election of Committee Vice Chair**
Clerk/RFO informed Members no nominations have been received.
Cllr Spencer proposed Cllr Greenway, this was seconded by Cllr Van Koolbergen. Cllr Yeates proposed Cllr Wells, this was seconded by Cllr Smith. Members voted by show of hands for Cllr Greenway, confirming 3 votes. Members voted by show of hands for Cllr Wells, confirming 3 votes. Chair used her vote to achieve a majority vote. Chair voted for Cllr Greenway.
RESOLVED that Cllr Greenway was duly elected Vice Chair of the Finance Committee.
- 24085 Apologies for Absence None.**
- 24086 Declarations of Interests**
Members were reminded that should interests arise during the meeting they should be declared at that time.
Item 6b H&S Clerk/RFO and Cllr Spencer declared an interest.
- 24087 Public Session**-Chris Fuller from Arun Community Transport (ACT) explained their service available for local residents and answered any questions Members had. ACT left information for Councillors and residents. Community Clerk confirmed that she would make contact with them regarding the monthly Tea & Coffee Residents Club.
- 24088 Minutes of the Meeting of the 21st of May 2024**
RESOLVED that the Minutes of the meeting of the 21st of May 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 24089 Matters Arising from the Minutes**-none.
- 24090 24/25 Income and Expenditure Report**
The Clerk/RFO had previously circulated the June Income & Expenditure to Members. Clerk/RFO confirmed that an order has just been placed for a replacement CCTV camera. Cllr Wells asked for further information regarding the replacement entrance doors. Members having reviewed the report had no further questions, approved the June Income & Expenditure Report.
RESOLVED to approve the 24/25 Income & Expenditure for June.

24/25 H&S Report-FY 24/25

Clerk/RFO had previously circulated the latest H&S memo and quotations to Members, detailing urgent works required for Jubilee Field popular trees removal and the required H&S works to 2 Spinney trees and ditch. Members thanked Clerk/RFO for obtaining quotations and advising them, Cllr Spencer confirmed that he too had met with contractors and confirmed these works were urgent. Cllr Greenway enquired what the outcome would be with the trees I.e would they be cut into logs and chippings? Clerk/RFO confirmed this is the case. Cllr Wells asked for further information, Cllr Greenway expressed he would like to see suitable replacement trees planted. Cllr Spencer confirmed that the popular trees have also caused damaged to the pavement and requests that the contractor for the poplars also treats the third stump. Members then confirmed they approved Clerk/RFO to contact contractors and arrange urgent works within current budget CC22, CC41 & CC44 and her remit.

RESOLVED to approve Clerk/RFO to oversee urgent H&S works.

ACTION Clerk/RFO to arrange urgent H&S works.

24091

24/25 Reserves

Clerk/RFO had previously issued copies of the Reserves. Cllr Spencer asked for an update on the Shripney Operation Watershed application. Clerk/RFO updated Members that site visits and surveys have taken place and we are working towards the application process which will be supported by ADC and WSCC. Members having no further questions, approved the Reserve statement. **RESOLVED** to approve the above.

24092

24/25 Grant applications

Clerk/RFO had previously issued copies of the grant applications received and the grant record showing a current balance of £950 remaining for FY 24/25. Cllr Van Koolbergen reminded Members to consider the Grant award policy, Members considered the applications thoroughly, in particular as to how these benefits local residents and after much discussion agreed they could only approve some of the grant applications due to lack of funds and policy restrictions which do not allow grants for running costs.

Requested	Granted
Family Support Worker (FSW) 500	500
Victim Support 100	100
Arun A Cappella 500	0
Chestnut Tree 250	100
Arun CT 250	0

RESOLVED that the Council, in accordance with its powers under Section 137 of the Local Government Act 1972, should incur the above expenditure, leaving a £250 balance for 24/25. The next application window is January 2025 for the remainder of 24/25 and the 25/26 budget.

ACTION Clerk/RFO to arrange payments by BACS.

ACTION Deputy Clerk to advise applicants of Committees decision.

- 24093** **24/25 Model Financial Regulations**
Clerk/RFO had previously issued copies of the April 2024 NALC updated Financial Regulations to Members. Clerk/RFO confirmed she has harmonised our previous regulations with 2024 NALC model. Cllr Wells and Cllr Greenway asked for further information from Clerk/RFO regarding financial transparency and internal controls. Clerk/RFO gave further details. Members having no further questions proposed NALC 2024 Financial Regulations and after discussion, approved.
RESOLVED to approve the latest NALC Financial Regulations
ACTION Clerk/RFO to itemise for the next Council meeting for adoption.
- 24094** **24/25 Business Parish Plan (BPP)**
As requested by Council, Members reviewed the Business Parish Plan. Members reviewed slide 11 (F&GP Committee statement) and slides 18-20-current objectives. Members agreed that the F&GP statement needed updating and would prefer to see it in a bullet style. Members agreed that the Business Plan still needed slimming down and offered to look at this for Council, Members volunteered to submit their feedback to Clerk/RFO by email so she can collate and submit to Council to approve.
RESOLVED to recommend to Council for approval.
ACTION Clerk/RFO to itemise for the July Council meeting for approval.
- 24095** **25/26 Budget Aspirations**
Clerk/RFO reminded Members that this was their opportunity as a Committee to look at the draft budget and then at the aspirations on the Memo and give their feedback, Clerk/RFO confirmed all Committees are also reviewing potential budget aspirations for the 25/26 draft budget. All Committee budget aspirations will then go to Council in August for approval and inclusion in the August budget prep meetings of Thursday 15/8, 10am and Tuesday 20/8, 6.30pm. The draft budget will then be reviewed by the Finance Committee in September for Members to review and recommend to Council in October. Members reviewed the Memo, discussed in length football, disabled parking and carpark bays marking and gave their feedback for Clerk/RFO to note for the 25/26 budget and the Business Parish Plan and to look into further at the viability of the aspirations received. Clerk/RFO confirmed she awaits the quotes for the carpark marking. Cllr Greenway requested that Clerk/RFO makes contact with the West Bersted Developers to ascertain when /where the allotments will be, Cllr Wells advised Council to ensure detail is clarified to ensure they provide all that is required for allotments. Clerk/RFO confirmed she has made some initial enquiries with other Councils and awaits on ADC to confirm the Bersted Advisory meeting schedule. Cllr Yeates requested that the potential of football income being improved needs to be looked at to aid further discussion and she would like to see a stage & storage considered as a budget aspiration.
RESOLVED Clerk/RFO to note feedback on budget aspirations for Council.
ACTION Clerk/RFO to itemise for August Council meeting for review/approval, along with all other committee aspirations received.

24096 **Correspondence-CCTV** change of provider.

24097 **Urgent Matters-** none.

There being no further business the Chair closed the meeting at 20.59.

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