

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY
25th MARCH 2025, AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

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

24425 Apologies for Absence

Cllrs Smith and Wells.

24426 Declarations of Interests

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

24427 Public Session

No public present.

24428 Minutes of the Meeting of the 18th of February 2025

RESOLVED that the Minutes of the meeting of the 18th of February 2025, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

24428 Matters Arising from the Minutes

None.

24429 Income and Expenditure 24/25

The Income & Expenditure was previously circulated for Members to review and approve. Clerk/RFO informed Members she had no concerns.

Cllr Greenway asked why there was a slight shortfall in regular income, Clerk/RFO explained that unfortunately we had a regular hall user take a break due to health issues.

Cllr Greenway asked why there was a shortfall in the charges for bin costs, Clerk/RFO explained these were due to Arun DC meeting some of the expected costs. Members agreed to approve the Income & Expenditure report.

Cllr Greenway & Cllr Yeates requested for a future meeting when the rates are reviewed, could the Clerk/RFO provide a calendar style report to show usage of Bersted Jubilee Hall. Clerk/RFO agreed that she will note their request.

RESOLVED to approve the current Income & Expenditure report.

ACTION Clerk/RFO to look at providing a calendar style report of regular hall usage.

24430 Grant Policy Review

Grant Policy was reviewed by Members, after lengthy discussion, Members agreed the amendments & additions to the grant policy and requested that Clerk/RFO make the amendments and put forward to Council for approval.

RESOLVED to recommend to Council the proposed amendments & additions.

ACTION Clerk/RFO to add to the April Council agenda for approval.

24431

Deferred Grant applications

Grants Applications available in the Councillors drive for review before this meeting.

Clerk/RFO informed Members that grant applications are reviewed in the order they are received and there is £250 remaining in the FY 24/25 and the balance of £2,200 is available for 25/26 grant applications.

	Requested	Granted
Tylers Trust	250	(FY 24/25) 0
St Wilfrid’s Hospice	500	(FY 24/25) 250
Air Ambulance	500 (Deferred as waiting further information)	
4Sight	780	(FY 25/26) 150

Members reviewed the above grant applications and following lengthy discussions, agreed to award as above.

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.

ACTION Clerk/RFO to contact grant recipients and arrange payments from relevant financial years.

ACTION Community Clerk to contact those applicants awarded and invite them to attend the Chairmans Reception to present themselves and receive their award certificates.

24432

ANNUAL REVIEW-Terms of Reference

Members reviewed the current Terms of Reference and apart from two minor changes requested by Cllr Yeates, approved the Terms of Reference.

RESOLVED Clerk/RFO to make the changes.

ACTION Clerk/RFO to make the changes.

24433

ANNUAL REVIEW-Financial Regulations (NALC update)

Clerk/RFO informed Members she has received an update from NALC regarding procurement regulation changes, she has applied these to the ones adopted last year. Members reviewed and agreed the updates.

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

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

24434

Correspondence

Clerk/RFO informed Members, that as above she has received notification from NALC that the Procurement Financial Regulations have been updated.

24435

Urgent Matters, None.

There being no further business the Chairman closed the meeting at 20:19.

Signed Chairman of the Committee Date