

# Agenda



**Westbourne**

Parish Council

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To Members of the Finance & General Purpose Committee: Cllrs Briscoe, Hitchcock, Mason, Owen, Ricketts & Smith

**A meeting of Westbourne Parish Council's Finance and General Purpose Committee is to take place on Thursday 22 February 2018 at 7.00pm at The Meeting Place, North Street, Westbourne.**

*Louise Steele*  
Clerk to the Council

16 February 2018

## Agenda

### 1. Apologies for absence

### 2. Declarations of interest in the items on the agenda

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Westbourne Parish Council Code of Conduct for Members.

### 3. Minutes of the meeting on 26 October 2017

To approve as a correct record the minutes of the meeting of the Committee held on the 26 October 2017, a copy of which has been circulated previously.

### 4. Matters arising from the minutes of 26 October 2017

To note any updates on matters contained in the minutes of 26 October 2017 which are not otherwise on the agenda.7

### 5. Financial Risk Assessment

To consider a draft financial risk assessment (to be found in the supporting papers for this agenda) and recommend it (with any additions/amendments considered necessary) to Full Council.

### 6. Community Chest Grants 2017/18

To consider a grant application for an unspecified sum from Home-Start Chichester & District. The charity supports local families with children aged five and under who are struggling to cope. In 2016/17 it supported five families in Westbourne and is currently supporting two.

The application form and the charity's income & expenditure budget are included in the supporting papers for this agenda. The charity's Memorandum and Articles of Association and its Annual Reports and Financial Statements for the years ended 31 March 2016 and 31 March 2017 have been supplied and will be available for inspection at the meeting.

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## **7. Payments for approval**

Full Council was unable to consider payments on 8 February 2018 and therefore delegated the matter to this Committee for consideration. Members to consider and approve two lists of payments prepared by the Locum Clerk acting as Responsible Financial Officer. The first is a list of payments that are due immediately (or it is known must be made between now and 8 March 2018) and require advance authorisation, the second is a list of payments made since 11 January 2018 which require retrospective authorisation. The lists of payments and the bank reconciliation are to be found in the supporting papers for this agenda, although a revised schedule will be tabled if any further payments arise before the meeting; the detail of the confidential payments will be tabled at the meeting.

## **8. Announcements and items for the next agenda**

To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

## **9. Date of next meeting:**

The next meeting of the Committee is scheduled to be held on Thursday 24 May 2018 at 7pm.