



Westbourne

Parish Council

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Notes of Westbourne Parish Council's Strategy and Finance Working Group which took place on Thursday 24 June at 7pm on Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr Mike Magill, Cllr Ann Pearcey and Clare Kennett, Clerk to the Parish Council.

Meeting chaired by Cllr Hitchcock.

1. Election of the Chair: Cllr Hitchcock was unanimously elected as Chair.
2. Apologies for absence: Cllr David Mack and Nigel Ricketts.
3. Election of the Vice-Chair: Cllr Magill was unanimously elected as Vice-Chair.
4. Declarations of interest in the items on the agenda: None.
5. Minutes of the Strategy and Finance Committee held on 21 January 2021: The minutes were agreed to be a true record.
6. Updates or issues from the minutes of the Strategy and Finance Committee on 21 January 2021: None.
7. Updates to the Business Plan: Members discussed the latest version of the Business Plan which had been updated by Cllr Hitchcock and the Clerk for the 2021-2024 period following discussions at the previous meeting on 21 January 2021 where members went through each of the identified priorities of the previous plan to discuss updates. It was discussed that at the next meeting in September members should go through each of the objectives again to ensure that all members agree with the priorities. It was noted that the updated Business Plan had been circulated to members in advance of the meeting and the Clerk had not received any comments on the updates.
8. Business Plan action plan: It was agreed to use Excel for the action plan and to include additional columns for potential costs and target and review dates. It was noted that the action plan acts as a 'to do' list to ensure that all actions are logged and recorded along details about progress to ensure completion of identified objectives.
9. Preparation for the Neighbourhood Plan Referendum: It was discussed that the summer edition of the newsletter had been booked with the design, print and distribution companies and would feature a series of articles about the NP, along with other parish news. In addition, it was agreed to create a poster for the noticeboards/lampposts which could also be printed to A5 as a leaflet that could be distributed. The Clerk confirmed that information was already available as a news item on the website and on a webpage of the website. Information would be shared

on Facebook and also as a boosted post. Councillors were asked to like/comment/share the Facebook post to increase readership.

10. Newsletter: It was noted that Cllr Hitchcock and the Clerk were working on copy for the newsletter which was expected to be ready for distribution in mid-July.

11. Annual Parish Assembly: The Rectory Lawn had been booked on the afternoon of Saturday 24 July and Cllr Hitchcock would contact the Church to find out if tables and chairs could be borrowed. The Clerk was about to invite village organisations to attend and exhibit. It was noted that the Clerk will be on holiday.

12. Announcements and items for the next agenda: None.

13. Date of next meeting: The next meeting is scheduled to take place on Thursday 23 September at 7pm.

Meeting closed at 20.15pm.