

Minutes



Westbourne

Parish Council

53 Skylark Avenue
Emsworth
PO10 7GB

07775654483
clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Finance and General Purpose Committee which took place on Thursday 24 October 2019 at 7.00pm at The Meeting Place, North Street, Westbourne.

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

Meeting chaired by Cllr Hitchcock. No members of the public were present.

1. Election of the Chair: Members proposed Cllr Hitchcock and all were in favour. Cllr Hitchcock was elected as Chair.

2. Apologies for absence: None.

3. Election of the Vice-Chair: Members proposed Cllr Magill and all were in favour. Cllr Magill was elected as Vice-Chair.

4. Declarations of interest in the items on the agenda: None.

5. Minutes of the meeting on 25 October 2018: The minutes were agreed to be a true record and were signed as such by the Chair.

6. Updates or issues from the minutes of 25 October 2018:

Item 4, item 5: The Clerk confirmed that a contract is now in place with Longmeadows, the Council's grounds maintenance contractor, and is available for the public to see on the website.

Item 5: Cllr Hitchcock reminded members that the website and email system have been developed, working with Vision ICT, and they are working well.

Item 6: Cllr Hitchcock reminded members that Frank Campbell presented a paper about the Business Plan to the Parish Council which outlines the differences between its responsibilities and those of the WCT.

Item 6: Cllr Hitchcock asked if the tree wardens need to be protected by the Council's insurance. The Clerk confirmed that as volunteers they have to abide by the Council's health and safety policy and they are covered by the Council's public liability insurance.

7. Asset register: Members considered each item of the Council's asset register. It was noted that register is a useful tool to help plan for the future by identifying items which may be nearing the end of their usable life and need to be replaced. The Clerk confirmed that items are registered according to their cost at net purchase (as VAT is reclaimed). Fixed assets cannot be revalued and do not depreciate. However, an insurance and estimated replacement value will be included to give more information to the Council. A proxy cost of £1 is listed for assets received as a gift. The total cost of assets is included in box 6 of the annual return as part of the external audit. The Council agreed that the trapeze rings equipment at Monk's Hill, purchased in 1991,

Minutes

has now reached the end of its useful life, and it will be removed in the next few weeks and replaced using the New Homes Bonus and S106 funding from CDC. Cllr Magill recommended that items that need replacing first could be placed at the top of the list.

8. Revised budget 2019/20: Members received a budget report which identifies income and expenditure against the budget since 1 April 2019, including a statement of earmarked reserves. The report was used by members during the meeting to help plan the 2020/21 budget by using the list of earmarked reserves.

9. Budget 2020/21: Members considered the budget working papers prepared by the Clerk and looked at each line of the budget, considering the revised budget for 2019/20 alongside the budget for 2020/21. The following actions or amendments to the papers provided were agreed.

- All payments under the heading 'subscriptions, S137/S147 payments/donations', 'running costs' 'services' and 'contingency' fund are to remain the same as the current financial year, allowing slight increases where applicable to cover the cost of inflation. The amount required for the Cemetery will be confirmed by the Joint Burial Committee in December.
- It was agreed to allocate £20,000 to the New Initiatives Fund, which is an earmarked reserve to allow the Parish Council to deliver objectives listed in the Business Plan. The revised Business Plan will be brought to the Parish Council for consideration at the next full council meeting on 14 November 2019.
- Under the heading 'capital schemes' the following expenditure was identified, some of which meet requests from the local community to provide more public services. All other areas of expenditure are to remain the same.
 - Additional funding of £2,500 is required for the earmarked reserve for Mill Road recreation ground. The play equipment needs to be renovated to resolve the defects as listed on the latest playground inspection carried out by Zurich in August 2019.
 - To add £500 to the earmarked reserve for the fingerpost signs in order that further renovation can be carried out if required.
 - A further £1,500 for tree survey/works to build up an earmarked reserve and to cover the cost of removing the ash trees at Monk's Hill.
 - £100 for the Community Speedwatch Group to cover general administration costs.
 - £5,000 towards the cost of new speed indicator signs, possibly for Aldsworth.
 - £5,000 towards the cost of CCTV in the Parish, possibly in The Square to support local businesses.
- It was agreed to set the budget for community consultations and website/email to £250 each which sees a reduction in the overall amount for communications.
- All payments under the heading 'general administration' are to remain the same as the current financial year, allowing a slight increases where applicable to cover the cost of inflation. It was agreed to budget for a 2% cost of living increase to the Clerk's salary which is usually recommended by NALC at the end of the financial year and is yet to be formally agreed by the Council.
- It was agreed that all areas of income should be kept the same as the current financial year.

Minutes

The estimated budget for 2020/21 stands at £97,846, subject to the cost of the cemetery and a possible grant from CDC, although it is expected that this has now been phased out - the Clerk will receive notification shortly. Once these figures are confirmed, the draft budget will be brought to the Parish Council for consideration and agreement, mostly likely at the December meeting.

10. Community Chest Grant Scheme: Members considered an application from the Cat and Rabbit Rescue Centre in Sidlesham. Although a worthwhile cause, it was agreed that the application did not meet criteria of the scheme which aims to support community groups and organisations working within the Parish of Westbourne.

11. Business Plan: The latest draft of the Business Plan action plan was tabled at the meeting to help support decisions based on the budget for 2020/21. Cllr Hitchcock informed members that a revised draft will be brought to the next full council meeting on 14 November for consideration.

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

13. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 22 October 2020 at 7pm.

Meeting closed at 9.20pm