

# Minutes



**Westbourne**

Parish Council

8 Camargue Place  
Godalming  
GU7 1JQ

07775654483

westbournepc@outlook.com

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**Minutes of Westbourne Parish Council's (PC) Finance and General Purpose Committee which took place on Thursday 22 February 2018 at 7pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Richard Hitchcock, Cllr Piers Mason, Cllr Nigel Ricketts, and Louise Steele, Locum Clerk to the PC.

The meeting was chaired by Cllr Hitchcock.

No member of the public was present.

1. Apologies for absence

Apologies for absence were received from Cllr Briscoe and Cllr Owen.

2. Declarations of interest in the items on the agenda

Members declared no interests in relation to any items included on the agenda for the meeting.

3. Minutes of the meeting on 26 October 2017

With one amendment, altering the number of the last minute from 14. to 8., the minutes of the meeting of the Committee held on the 26 October 2017 were agreed as a correct record and signed as such by the Chair. The required amendment was made in manuscript and initialled by the Chair.

4. Matters arising from the minutes of 26 October 2017

There were no matters arising from the minutes of 26 October 2017.

5. Financial Risk Assessment

Members considered a draft financial risk assessment agreed it and recommended it to Full Council for it to agree the actions therein. *It was also agreed that Cllr Ricketts will ask Longmeadows for details of the contract with them.*

6. Community Chest Grants 2017/18

Members considered a grant application from Home-Start Chichester & District. The Committee was sympathetic to the application but agreed that it was not a suitable application for the Community Chest, given that it was for revenue funding not a one-off project. It was agreed that the Locum Clerk would write to Homestart asking them to apply again in September/October 2018 so that the Parish Council can consider making provision for a revenue grant of up to £250 in the precept for 2019/20.

7. Payments for approval

## Minutes

Full Council was unable to consider payments on 8 February 2018 and therefore delegated the matter to this Committee for consideration. Members considered and approved a list of payments totalling £3,007.80 due immediately (or it is known must be made before 8 March) and requiring advance authorisation. A list of payments totalling £135.00 was retrospectively approved. (Both lists appended to these minutes).

In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised and reported in detail on a separate confidential paper.

As part of the same report Members also received a monthly bank reconciliation report for the financial year to the end of January 2018.

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

Cllr Hitchcock asked if it would be possible for the Parish Council routinely to receive the minutes of the Joint Burial Committee and Cllr Ricketts undertook to ask the Clerk to the JBC.

### 9. Date of next meeting

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

The meeting closed at 7.50pm