



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's (PC) Finance and General Purpose Committee which took place on Thursday 26 October 2017 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Richard Hitchcock, Cllr Roy Briscoe, Cllr Piers Mason, Cllr Val Owen, and Louise Steele, Locum Clerk to the PC.

The meeting was chaired by Cllr Hitchcock.

Clare Kennett, Clerk to the PC, currently on maternity leave, was also in attendance.

No member of the public was present.

1. Apologies for absence

Apologies for absence were received from Cllr Ricketts.

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 25 May 2017

The minutes of the meeting of the Committee held on the 25 May 2017 were agreed as a correct record and signed as such by the Chairman.

4. Matters arising from the minutes of 25 May 2017

Cllr Mason gave an update on item 13 of the minutes which concerned an announcement about the continuing uncertainty of the future of the Westbourne Club. Cllr Mason reported that the future of the Club remained uncertain, that the Council's resolutions of 12 October (Minute 13) had been actioned. I.e. the club's premises had been nominated for inclusion on Chichester District Council's assets of community value list; a budget of up to £1,000 to cover legal costs had been established and the Chairman had written to the trustees requesting a meeting (a copy of that letter dated 26 October is appended to these minutes). It was noted that CDC had also written to the trustees as part of the asset of community value listing process and that the trustees had replied.

5. Revised Budget 2017/18

The meeting agreed to consider this item alongside the next item, see the minute below

6. Budget 2018/19

Members considered the budget working papers prepared by the Locum Clerk and looked at each line of the budget, considering the revised budget for 2017/18 alongside the budget for 2018/19. The following actions or amendments to the papers provided were agreed:

- The Locum Clerk would check what the payment to the Sussex Playing Fields Association covered and provide Members with a written answer;
- Cllr Mason would provide a figure for the second year's membership of the National Community Land Trust [*subsequently confirmed as £300*];
- If unspent in 2017/18 the CLT pump priming budget should be transferred to an earmarked reserve;
- The 2018/19 budget for Playground inspections should be £2,000;
- Lines with no entries in any column would be deleted;
- An additional £150 would be added to the Village Gateways revised estimate to top up the funding so that the road could be painted at the gateways;
- If unspent in 2017/18 the total, including the £150 would transfer to an earmarked reserve to enable it to be spent in 2018/19;
- £750 should be allowed in 2018/19 for ongoing maintenance and development of the website;
- The 2018/19 budget for insurance should be £2,500;
- Solicitors fees shall henceforth be described as professional fees reflecting the fact that payments may be made for professional support other than that provided by solicitors;
- The 2018/19 budget for plant/soil for flower troughs should be £50;
- An amount equivalent to the excess on one insurance claim should be held as a budget [*subsequently confirmed as £100*];
- The term computer servicing should be replaced by IT Support and the 2018/19 budget should be £150;
- Income budgets for access licences for Sydenham Terrace and for Mill Road had been transposed and this would need correcting; and
- An earmarked reserve of £2,000 for the Westbourne Neighbourhood Plan should be created by transferring funds from the general reserve.

It was noted that some information required to finalise the budget such as the amount payable to the Joint Burial Committee was as yet unknown. The budget papers as amended would be presented to Full Council on 9 November 2017. However, no final decision on the level of precept is expected until the Full Council meeting scheduled for 11 January 2018.

7. Announcements and items for the next agenda

Cllr Mason explained progress made to date on the Council's Business Plan.

14. Date of next meeting

The next meeting of the Committee is scheduled to be held on Thursday 22 February at 7pm.

The meeting closed at 9.00pm