

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
OF BERTSTED PARISH COUNCIL. HELD at 19:30 ON TUESDAY 23RD MAY 2023
AT BERTSTED JUBILEE HALL, CHALCRAFT LANE, PO21 5TU.**

- Present:** Cllrs. D. Lainchbury (Committee Chair), A. Van Koolbergen (Committee Vice Chair), K. Greenway, J. Spencer, and P. Wells.
Mrs Holcombe - Clerk and Responsible Financial Officer (RFO) and Trainee Clerk-June Milson.
- 23034 Election of Committee Chair for forthcoming year.**
Clerk/RFO confirmed no advance nominations received. Cllr Wells nominated Cllr Lainchbury (present Chair of the Committee) this was seconded by Cllr Van Koolbergen. Cllr Lainchbury accepted the position.
- 23035 Election of Committee Vice Chair for forthcoming year.**
Clerk/RFO confirmed no advance nominations received. Cllr Alyson Van Koolbergen was proposed by Cllr Greenway and seconded by Cllr Spencer. Cllr Alyson Van Koolbergen accepted the position.
- 23036 Apologies for Absence** -none.
- 23037 Declarations of Interests**
Members were reminded that should interests arise during the meeting they should be declared at that time.
Cllr Greenway declared a personal interest in item 7d as a member of Arun District Council who provide the service for emptying the bins.
- 23038 Public Session**- none.
- 23039 Minutes of the Meeting of the 25th April 2023**
RESOLVED that the Minutes of the meeting of the 25th April 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 23040 Matters Arising from the Minutes**-none.
- 23041 Income and Expenditure for 2023-2024**
a) The Clerk/RFO had previously circulated the May Income & Expenditure to Members. Cllr Greenway and Wells enquired if any update from Arun DC had been received yet regarding Members Allowance. Clerk/RFO confirmed no, but she would make enquiries and once received the intention is to agenda at full Council, Clerk/RFO highlighted that along with other increases there is a slight increase to our insurance, and this will be noted to allow for in our next budget. Members reviewed and approved.
RESOLVED to approve the 2023-2024 Income & Expenditure for May.

- b) The Clerk/RFO had previously circulated a memo/additional information and displayed the back plate for this signage for Members. Clerk/RFO explained that the 3mm thick, mirror polished, marine quality stainless steel nameplate “Bersted Jubilee Hall” is designed to go on this backplate in the foyer, to cover where the original lettering was in place. Cllr Greenway abstained from voting as he confirmed, he is still unhappy that the original signage was taken down without the Clerks/Councils permission. Members agreed this purchase, choosing option three style lettering and thanked Cllr Spencer for obtaining this quote from GP Products, Littlehampton to assist the Clerk/RFO.

RESOLVED to approve the interior signage.

ACTION Clerk/RFO to arrange purchase.

- c) Clerk/RFO had previously circulated a memo/additional information to Members detailing the proposed three replacement noticeboards from Greenbarnes for Bersted Jubilee Hall at an overall cost of 1,661.67+delivery. Cllr Lainchbury & Clerk/RFO explained that this has been a H&S issue for some years for the Deputy Clerk and is within the Bersted Business Parish Plan, so needs addressing. Cllr Greenway asked Clerk/RFO if she could confirm the shade of blue proposed. Clerk/RFO confirmed the shade and said she would follow this up with an email link to ensure Members approve. Members agreed to recommend this purchase to Council for approval and thanked Clerk/RFO for obtaining this quote from Greenbarnes.

RESOLVED to recommend the noticeboard replacements to Council.

ACTION Clerk/RFO to agenda for next Council.

- d) Clerk/RFO had previously circulated a memo/additional information to Members detailing the resident requests received for Dog/Litter bins and the costs for installation and the ongoing effect to future budgets. Members reviewed the requests alongside the current list of bins already in place in the parish and agreed to recommend to Council a litter bin installation for Chalcraft Lane. Clerk/RFO confirmed this location has been approved by Arun DC. Members agreed to recommend this purchase to Council for approval and thanked Clerk/RFO. Cllr Greenway asked Clerk/RFO if she could make enquiries if CIL monies could be used for this purchase as he believed other Councils have used CIL monies for this purpose. Clerk/RFO confirmed she would make enquiries, Members agreed that if it is confirmed that CIL money could be used, they would like CIL money to be used for this purchase rather than the current budget.

RESOLVED to recommend the installation of a litterbin for Chalcraft Lane to Council.

ACTION Clerk/RFO to make enquiries and agenda for next Council.

23042

Investment Strategy 2023-2024

Clerk/RFO had previously issued copies of the Investment Strategy to Members along with a memo recommending no changes were required.

Members approved no changes required. Cllr Lainchbury confirmed he is aware from Clerk/RFO that she has recently received notification from CCLA that there are planned changes to accounts this year and they will keep her informed. **RESOLVED** to approve the Investment Strategy for 2023-24.

23043 Financial Regulations 2023-2024

- a) Clerk/RFO had previously issued copies of the Financial Regulations to Members. Members approved this item to be deferred to the next Finance meeting in June to enable Members to review further Financial Regulation 4.1.3.

RESOLVED to defer to next Finance Meeting.

- b) Cllr Lainchbury and Van Koolbergen confirmed they had reviewed the accounts in accord with Financial Regulation 2.2 with Clerk/RFO and all was found to be in order.

23044 Standing Orders 2023-2024

Clerk/RFO had previously issued copies of the Standing Orders to Members. Clerk/RFO confirmed she would like the voting part of the Standing Orders reviewed. Members agreed and approved this item to go to Council.

RESOLVED to itemise at Council.

ACTION Clerk/RFO to itemise at Council.

23045 Terms of Reference 2023-2024

Clerk/RFO had previously issued copies of the Terms of Reference to Members. Cllr Greenway and Van Koolbergen suggested an additional Item 7. Standing Orders -To review and, if necessary, recommend changes to the Standing Orders of Bersted Parish Council and pass to full Council for approval. Members agreed and approved this item to go to the next Council meeting.

RESOLVED to itemise at Council for approval.

ACTION Clerk/RFO to itemise for next Council meeting.

23046 Social media training for Clerks (proposal from Fandango Digital)

Clerk/RFO had previously issued copies of the Fandango Digital proposal to Members for consideration. Members considered and approved at a cost of £295 for half a day bespoke training for all three Clerks, Cllr Greenway too offered his assistance by sending suitable items in. Cllr Greenway and Wells offered their assistance if required.

RESOLVED to approve.

ACTION Clerk/RFO to arrange with Fandango Digital.

23047 Correspondence

Confirmation from CCLA that there are planned changes to accounts this year.

23048 Urgent Matters- none.

There being no further business the Chairman closed the meeting at 20.40.

Signed Chairman of the Committee Date