

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
OF BERSTED PARISH COUNCIL HELD AT 19:00 ON TUESDAY  
26<sup>th</sup> MARCH 2024, AT BERSTED JUBILEE HALL, CHALCRAFT LANE.**

**Present:** Cllrs. A. Van Koolbergen (Chair), A. Smith, J. Spencer and Clerk/RFO  
D. Holcombe.

**23469**            **Apologies for Absence** -Cllr Greenway and Yeates.

**23470**            **Declarations of Interests**

Members were reminded that should interests arise during the meeting they should be declared at that time.

*Cllr Spencer declared a personal interest in the BRAFD grant application.*

**23471**            **Public Session-** None.

**23472**            **Minutes of the Meeting of the 27 February 2024**

**RESOLVED** that the Minutes of the meeting of the 27 February 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**23473**            **Matters Arising from the Minutes-** None.

**23474**            **Bersted Parish Council Expenditure**

The Clerk/RFO had previously circulated the current expenditure for Members to approve, Clerk/RFO highlighted that income was above forecast and expenditure currently runs at 95% of budget.

Members having no further questions, approved the current expenditure report.

**RESOLVED** to approve the current expenditure report.

**ACTION** Clerk/RFO to revise the current expenditure report for next Council and supply requested information.

**23475**            **24/25 S137 Grant Applications**

- a. Clerk/RFO invited Members to review the Bognor Regis Armed Forces Day (BRAFD) grant application and supporting documents received. Members reviewed, Clerk/RFO confirmed the current balance and highlighted that our neighbouring parish councils have awarded them £500, Members agreed this is a well-attended event and they would like to do the same and approved £500 as requested.

- b. Clerk/RFO invited Members to review the Bognor Carnival grant application and supporting documents received. Clerk/RFO confirmed the balance for 24/25 would be 1,250 if £300 is awarded and confirmed that the regular grant reviews are June and January, but our policy does allow ad hoc if necessary due to tight deadlines. Members reviewed and approved £300 as requested.

Clerk/RFO commented she would like to see the donations received from us is advertised, so the public are aware that we have supported these events.

**RESOLVED** Clerk/RFO to oversee the BACS arrangements for the above.

**ACTION** Clerk/RFO to oversee the arrangements for the above and Deputy Clerk to add to invitee list for Chairmans Reception to collect their award.

**23476**            **Terms of Reference (annual review)**

Clerk/RFO invited Members to review the current Terms of Reference and approve any changes required, (this forms part of Councils annual handbook review).

Members reviewed the Terms of Reference and agreed to recommend to Council that no changes were required.

**RESOLVED** Clerk/RFO to agenda to next Full Council for approval.

**ACTION** Clerk/RFO to agenda to next Full Council.

**23477 Financial Regulations (annual review)**

Clerk/RFO invited Members to review the current Financial Regulations and approve any changes required, (this forms part of Councils annual handbook review).

Clerk/RFO informed Members that she has recently received NALC Legal Topic Note (LTN) 87 on Procurement, changes are with effect 01/04/24 so she will review these and make any changes required. Members reviewed the Financial Regulations and agreed to recommend to Council that no changes were required.

**RESOLVED** Clerk/RFO to agenda to next Full Council for approval and review and add in any procurement changes to the Financial Regulations.

**ACTION** Clerk/RFO to agenda to next Full Council and review and add in any procurement changes to the Financial Regulations.

**23477 Internal Auditor (review)**

Clerk/RFO explained this item was planned as we have had the same internal auditor for some years, Clerk/RFO explained but recently our internal auditor merged with a Chichester based company and then decided to retire so by default the Internal Auditor has recently changed. Clerk/RFO shared relevant feedback from the last Clerk networking from Clerks that have used both Internal auditors being considered. Members reviewed costs and terms of each company presented and agreed to recommend to Council that no changes are required as internal auditor has only just changed (Chichester based company). Members agreed that the Internal auditor review should be an agenda item when deemed necessary, rather than annually.

**RESOLVED** Clerk/RFO to agenda to next Full Council for approval.

**ACTION** Clerk/RFO to agenda to next Full Council.

**23478 24/25 Reserve Commitment -Operation Watershed-Shripney application**

Clerk/RFO updated the current financial situation for Operation Watershed-Shripney application. Clerk/RFO invited Members to review the current costs and approve an additional 2,000 to be added to the current reserve commitment for Operation Watershed in order to progress an application.

Members reviewed and agreed to recommend to Council an additional 2,000 commitment.

**RESOLVED** Clerk/RFO to agenda to next Full Council for approval.

**ACTION** Clerk/RFO to agenda to next Full Council.

**23479 Correspondence**

1. NALC Legal Topic Note (LTN) 87 on Procurement, update received 29/2/24, changes are with effect 01/04/24.
2. Financial Risk Management Record (NALC/JPAG) update received 25/3/24.

**23480 Urgent Matters**

Cllr Spencer confirmed that the North Bersted Street water levels are finally receding, Clerk/RFO asked Members to note there are works planned this year for North Bersted Street Spinney i.e ditch clearance, these works will be scheduled as soon as conditions allow for this to be done safely.

**There being no further business the Chairman closed the meeting at 19:32**

**Signed ..... Chairman of the Committee Date .....**