



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 17 October 2023 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.

Present: Cllr Warden – Chair of the Parish Council, Cllr Trabucco, Cllr Rickard & Cllr Harbord.

Marie Singleton – Parish Clerk

Members of the public present: No members of the public were present.

187 Agenda item 1 - Apologies for absence

Cllr Ron Flitter (personal).

188 Agenda item 2 – Declarations of Interest

None required.

189 Agenda item 3 - Public Participation

No members of the public were present at the meeting.

190 Agenda item 4 – To agree the Finance Committee Terms of Reference 2023/2024

Agreed by all in attendance with no changes, to be approved at the Full Council Meeting 07.11.23.

191 Agenda item 5 - Minutes of previous meeting held on 18 April 2023

It was proposed by Cllr Trabucco and seconded by Cllr Harbord that the minutes of 18 April 2023 be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair Cllr Michael Warden.

192 Agenda item 6 – Matters arising from previous minutes not covered on the agenda

The Clerk confirmed that all matters on the action Items listing for 18 April 2023 had been resolved.

193 Agenda item 7 – To view and discuss the Budget Financial Monitoring Report to 30.09.23 (Period 6)

The Budget Monitoring Report with variances to 30.09.23 with accompanying explanations were noted with the report now showing the previous year's budget for 2022 and end of year actuals to 31.03.23, along with the budget for 2023 and columns for actual income and expenditure for period 6. There is nothing of concern and no questions were posed by councillors. All councillors confirmed they were happy with the current financial situation as

at 30.09.23. The bank balances are healthy and General Reserves (before end of year transfer to earmarked accounts) is showing as £151,639.

194 Agenda item 8 – To agree Draft Business Plan 2024-2027

The draft business plan for 2024-2027 was discussed and the following projects were agreed to still be included:-

- Ecology surveys
- Climate change initiatives
- A Lidar survey
- ACSC rebuild

It was also agreed that the transfer to earmarked reserves for the Aldingbourne Neighbourhood Plan should be increased to £30k per annum from £20k starting at the end of the 2023/2024 financial year. The Clerk confirmed that the Insurance increase in the business plan does take into consideration the purchase of new street scene furniture and bus shelters as a best guess scenario.

It was recommended by all councillors that the business plan for 2024-2027 should be presented to the Full Council for approval.

195 Agenda item 9 – To note Management Accounts for April – September 2023 and to review bank statements

It was noted that all management accounts for April – September 2023 were signed monthly by the Chair Cllr Michael Warden, and that Cllr Richard Rickard had reviewed the bank statements and countersigned all documentation for the same period. All details are available in TEAMS for councillors to review as required, along with copies of all invoices and payment lists.

196 Agenda item 10 – To consider the pre-cept for 2024-2025

A discussion took place on the pre-cept for 2024-2025 with an argument being made by Cllr Trabucco due to the amount of reserves the Parish Council has in place and due to the continuing cost of living crisis, that consideration should be given to a 3% reduction. All other councillors were not in favour of this suggestion due to future potential increase in costs, and the need for other projects to be taken into consideration, the reduction would also only mean a change in pre-cept to individual residents of £2.36 per annum. It was however proposed by Cllr Warden not to increase the pre-cept for 2024/2025 and for this to be recommended to the Full Council, following a vote, 3 councillors were in favour of not increasing the pre-cept and one councillor voted against and once again reiterated that consideration should be given to a reduction.

197 Agenda item 11 – To discuss possible APC CIL Projects

The CIL income was noted and following a payment in October 2023 the amount available for projects is £79,343.52.

The following projects have been identified as possibilities and the Clerk advised she will e-mail ADC for confirmation of their eligibility before recommending to the Full Council.

- Repairs to existing playground equipment at the Aldingbourne Community Sports Centre £3,318.82 + VAT.
- Providing new equipment at the playground – quotes received from between £40 - £50k – grant received from ADC of £15,445.

- Village Gateway signs throughout the Parish – with permission and licenses from WSCC – Cllr Harbord advised likely cost to be in the region of £19k not including installation or licenses, further details to be investigated.
- Flashing Speed Indicator Signs – with permission and licenses from WSSCC cost for 2 between £8-10K, Cllr Rickard is leading on the scoping possibilities on this project.
- To provide new benches and replace old existing benches – with permission and licenses from WSCC.
- To provide Bus Shelters in the parish – with permission and licenses from WSCC.
- To provide new allotment plots at the Ivy Lane site.
- To use a contractor with permission of WSCC to repair potholes outside the responsibilities of WSCC (small holes) – Cllr Trabucco to investigate this project.
- To provide infrastructure for Wi-Fi hotspots throughout the parish – Cllr Trabucco agreed to lead on a scoping exercise.

The following projects from the previous meeting were considered and decisions agreed.

- Electric Charging Points at the ACSC – WSCC have got a new contract for installing points and are looking for locations and there would be no cost to the Parish – **not being progressed.**
- There are 2 grass areas in Ivy Lane that are owned by Arun and consideration could be given that the Parish Council request that these are handed over to the parish and could be included in the Neighbourhood Plan as open spaces – **still being considered but Cllr Harbord advised it would need a public consultation if anything were to be done.**

It was noted that the CIL monitoring report 01.04.22 – 31.03.23 had been submitted to Arun District Council and posted on the Parish Council website.

198 Agenda item 12 – To note S106 funding spreadsheet from ADC on large infrastructure projects arrangements

The Clerk circulated the above information and provided an outline explanation on the differences in S106 funding and CIL funding which had in recent meetings caused some confusion. This information was noted, and the Parish Council is now aware of the differences in the funding schemes.

199 Agenda item 13 – To review the following policies and documents for approval by Full Council.

- Grant Application Policy – slight amendments made only, following adoption by the Parish Council of the General Power of Competence. Approved for recommendation to the Full Council.
- Investment Opportunities – Cllr Flitter had provided an investment paper in April 2023 outlining a Charter Savings Bank 2-year fixed rate bond at 4.57%. This was because of the Parish Council being concerned about the amount of money that is currently held with Barclays Bank and the Financial Services Compensation Scheme only covering £85k as part of the same financial institution. The bond is now 5.85% for 1 year or 5.7% if paid monthly. It was agreed that further investigation should take place into Charter Savings Bank, and for the Clerk to also contact NALC on other possible opportunities including Boom Community Bank which had provided information and stated that other Town and Parish Councils had already invested.

200 Agenda item 14 – To approve Asset Register for 2023/2024

The Asset Register for 2023/2024 was reviewed and the following items are to be written off at the end of the financial year.

- 1 x ipad – Apple unable to unlock and repair – cost £450.
- Fencing in the playground to be investigated to see if still in place – cost £6,500. There are currently 2 listings at this location including Heras fencing.
- Salt bin at Hook Lane, currently broken to see if it can be repaired or needs to be replaced – awaiting information from WSCC regarding changes to licensing arrangements for next year.

201 Agenda item 15 – To discuss the possibility of a Public Works Loan for the Aldingbourne Community Sports Centre rebuild

Cllr Warden had been advised that up to £3m could be applied for under the Public Works Loan for the possible rebuild of the Aldingbourne Community Sports Centre. The Clerk had investigated the financial implications and over a 50-year period without interest this would mean a repayment needed of £60k per annum.

It was discussed and agreed that the above repayment cost of £60k per annum, was unsustainable for the Parish Council and even if considered, the building would therefore be outside of its life span by the time the loan was repaid, it was also felt it would be an onerous burden on residents and future generations.

The Architect is currently looking at the masterplan to see if any changes could be made to the existing building and a report would follow.

It was agreed by all councillors that a PWLB should not be progressed at this level.

202 Agenda item 16 – To agree grant applications

- Boom Community Bank – it agreed it that this request was outside the scope of the grants policy, however consideration should be given to a possible investment opportunity – see item 199 above.
- Citizens Advise Arun & Chichester – grant request for £50, proposed Cllr Warden, seconded Cllr Trabucco to recommend grant approval to the Full Council.

203 Agenda Item 17 - To note the date of the next Finance Meeting

It was agreed that the meeting scheduled for Tuesday 21 November 2023 should be cancelled as all business had been completed.

There being no further business for discussion the meeting closed at 8.50 pm.

Signed(Chair)

Date

**PLEASE NOTE THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED
AT THE NEXT FINANCE MEETING TO BE HELD FEBRUARY 2024**