



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 15 October 2024 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.

**Present:** Cllr Rickard - Chair of the Finance Committee, Cllr Trabucco – Chair of the Parish Council, Cllr Jarman, & Cllr Harbord - Vice-Chair of the Parish Council.

Marie Singleton – Parish Clerk

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

**239 Agenda item 1 - Apologies for absence**

All in attendance.

**240 Agenda item 2 – Declarations of Interest**

None required.

**241 Agenda item 3 - Public Participation**

No members of the public were present at the meeting.

**242 Agenda item 4 - Minutes of previous meeting held on 16 April 2024**

It was proposed by Cllr Trabucco and seconded by Cllr Harbord that the minutes of 16 April 2024 be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair of the Finance Committee Cllr Rickard.

**243 Agenda item 5 – Matters arising from previous minutes and action items listing 16 April 2024**

The Clerk confirmed that all matters for the action items listing 16 April 2024 had been resolved except item 197 Scoping Projects which is still ongoing. The topic of Investments is on this agenda for discussion.

**244 Agenda item 6 - To view and discuss the Budget Financial Monitoring Report to 31.09.24 (Period 6)**

The Budget Monitoring report with variances to 31.09.24 (period 6) with accompanying explanations were noted. The Clerk advised there was nothing of concern, with only a couple of questions being posed, Cllr Harbord asked about S137 grants and why this was different to ordinary grants, the Clerk advised that this specific grant was in place to allow a parish council to spend money on an area that a parish council had no specific power to allow under the legislation on parish council spending. Cllr Harbord asked about the expenditure showing in Street Scene Improvements, furniture and the repairs and maintenance budget lines, and what could be taken from CIL funding at the end of the year. The Clerk advised that the

purchasing of benches that was showing under furniture was not classed as an infrastructure project however all other expenditure in the other budget lines would be taken from CIL.

**245 Agenda item 7 – To agree the draft Business Plan 2025-2028**

The following were discussed:-

- Website - it agreed that a new design was required urgently, and an increase to £2,500 was recommended.
- Planning & Neighbourhood Plan Professional Fees – agreed £12k was appropriate as there was a separate earmarked reserves budget for the ANP.
- A discussion took place on a ACSC budget, however other than what was already proposed in the business plan of £5k there were no other recommendations until the parish council were approached by the ACSC Trustees with any requests.
- Ecology Bat Reports – agreed to put in £5k for a survey to be commissioned every two years.
- LiDAR – agreed that this was becoming a need, and the data/information could then be used on planning applications, inclusion in the ANP and to provide much needed data to WSCC on its findings. Cllr Trabucco advised that finding consultants able to provide costs was proving difficult however £20k was a realistic costing.
- Tote Copse – following a meeting on Tote Copse it was agreed for 2024/2025 a budget of £3.5k should be allocated in year for the cost of a contractor to clear the site as required by Historic England and for 2025/2026 £1k on possible legal fees and ongoing maintenance as per the minutes of this meeting 04.10.24 which will be discussed at the Full Council meeting 05.11.24.

**246 Agenda item 8 – To note Management Accounts April – September 2024 year and to review and countersign bank statements**

It was noted that all management accounts for April – September 2024 were signed monthly by the Chair Cllr Mario Trabucco, and that Cllr Katherine Jarman had reviewed the bank statements and countersigned all documentation for the same period. All details from the RBS finance module are available in TEAMS for councillors to review as required, along with copies of all invoices and payment lists.

**247 Agenda item 9 – To note Bank account balances at 3.0.09.24**

It was noted that the bank balances at 30.09.24 were as follows:-

Community Account	£164,333.75
Business Premium	£406,984.69
Total	£571,318.44

**248 Agenda item 10 – To consider the precept for 2025/2026**

Details of previous years precept were found on the income tab of the Business Plan and the Clerk had provided details of precept income from 5 other parish councils as a benchmarking exercise and purely for information. Cllr Trabucco opened the conversation by highlighting that within Arun, Aldingbourne was the 8<sup>th</sup> highest out of 26 parishes and in order for the precept to remain neutral on the basis that the tax base increases on an annual basis, he felt consideration should be given to decreasing the precept by -3% to £78.89 which would still provide an increase in overall income, dependent on the level that the tax base would increase to. Councillors were also very conscious of the amount of income that the parish council has

in its accounts, which started as a possibility of the ACSC being redeveloped, but until legal obstacles and leases are resolved this is looking less likely particularly in the short term and there is a concern that residents will start questioning the reserves.

A vote was taken, three councillors were in favour of a decrease of 3% to £78.89 as above, and one councillor preferred that a nil increase was considered instead. It was therefore agreed that the recommendation to the Full Council would be for a decrease in precept per household.

**249 Agenda item 11 – To review the following policies for approval by Full Council**

A six-monthly review took place of the Risk Assessment for 2024/2025 with no changes required, and it was agreed by all councillors that this should be recommended to the Full Council for adoption.

**250 Agenda item 12 – To agree grant applications**

- Arun Community Transport - £1,000
- Tylers Trust - £250
- Barnham Trojans Football Club - £1,000
- Citizens Advice Arun & Chichester - £50

Proposed Cllr Trabucco, seconded Cllr Harbord that the above grant applications should be approved by the Full Council. Agreed by all councillors.

**251 Agenda item 13 – To review Asset Register for 2024/2025**

- The Asset Register for 2024/2025 was reviewed, and the new assets that had been incorporated were agreed.
- It was recommended that following dialogue with JNR Computers to write off all ipads that were no longer needed by councillors following purchase of the new laptops, 2 councillors however requested that consideration be given for them to keep theirs if they are written off, all others had already been handed back to the clerk. If approved by the Full Council the rest of the ipads would be handed over to JNR for them to be used by IT charities for those in need of any equipment once the hard drives had been wiped. Write off cost for 7 ipads £3,150.
- To note that a metal bench in the playground had been replaced due to health and safety reasons and therefore this should also be written off, cost £500.

Above write offs to be recommended to the Full Council.

**252 Agenda item 14 – To note CIL receipts and expenditure**

The CIL income and expenditure report was noted along with a notification just received from ADC of a further £47,621.57 due October 2024, details of the breakdown outlining the specific planning applications this referred to had been provided.

The Clerk was asked to include this on the next agenda so that potential projects could be discussed.

**253 Agenda item 15 – To revisit investments options**

Following the finance committee meeting in February 2024 where investments were discussed extensively and options were provided on potential future investments, the Clerk

had updated all the information previously provided and links to the companies had been included. However, councillors felt that more time was needed to read the information. Cllr Trabucco stated that in theory to ensure that not all the parish councils' income was with the same bank, 4 accounts of £85k were required, 2 long term and 2 short term with 4 different providers likely in order to spread liability. Cllr Trabucco will provide a paper to the Full Council with his suggestions for consideration and agreement on by November/December, which would give the Clerk time to then action before the end of the financial year. The investment Strategy could then be reviewed.

**254 Agenda item 16 – To review and agree a list of Service Level Agreements for 2025/2026**

The Service Level Agreements for 2025/2026 were reviewed with no changes. Cllr Trabucco therefore signed the DPO agreement for a further 12 months from 1.10.24.

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

To note that the next finance meeting scheduled for 19 November 2024 was no longer required and would be cancelled. The next meeting would be Tuesday 18 February 2025, 7.00 pm at Aldingbourne Community Sports Centre.

There being no further business for discussion the meeting closed at 9.05 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 18 FEBRUARY 2025**