

# Pagham Parish Council

Minutes of the **Finance** Committee Meeting held on Tuesday  
28<sup>th</sup> November 2017 at 7.30pm in the Committee Room at Pagham Village Hall

---

Present: Cllrs Mr P Atkins, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr R Radmall & Mrs D Salter (Chair)

In attendance: Mrs N Swann (Clerk to the Council/RFO).  
Cllr Mr J Carr  
Cllr Mr A Smith  
Mr R Henderson (arrived 8pm)

---

**F17/44 Receive apologies for absence**

None.

**F17/45 To receive declarations of interest by Councillors on any of the agenda items below.**

F17/45.1 Cllrs Mr Huntley, Atkins and Radmall declared a pecuniary interest in that part of Pagham which is within the area of a serious risk of flooding arising from changing tidal patterns and erosion of the foreshore (the Area) and any decision taken might relate to action to be taken regarding Sea Defences to protect the Area, and requested that it be recorded in the Minutes that they will be taking part in the debate and voting on the item as authorised by the Dispensation granted by Pagham Parish Council at their meeting on the 31<sup>st</sup> July 2012 (minute 61.12c).

**F17/46 Public Session Questions and comments from Members of the Public Present**

One member of the public was present, who wished to speak on the matter of the reopening of the toilets at Sandy Road.

**F17/47 To receive and approve the minutes of the Finance Committee meeting held 17<sup>th</sup> October 2017**

It was RESOLVED to APPROVE the Minutes, and the Chairman was authorised to sign them as an accurate record of that meeting.

**F17/48 Matters arising from the previous Minutes (*this is for information sharing purposes only*)**

None.

**F17/49 Accounts**

F17/49.1

Accounts

The accounts for the periods ending 31<sup>st</sup> October 2017 were presented to the Committee. It was RESOLVED: To recommend approval of the accounts for periods ending 31<sup>st</sup>

October 2017.

Bank reconciliations

F17/49.2

The bank reconciliations to 31<sup>st</sup> October 2017 were presented. RESOLVED: to receive and approve the reconciliations, the Chairman was authorised to sign them as an accurate record of the Saver & Business Account statements, petty cash and Pagham on Parade accounts.

F17/49.3

Orders for payment for authorisation (*previously received*)

The Clerk advised that one cheque from the list of approvals was to be removed as it had been queried. Following consideration of the remaining Orders for Payment Council RESOLVED: to approve, unanimously, all of the attached orders for payment for £696.95. VAT of £9.22 was payable. Following her annual performance review, it was recommended that the Clerk's salary be increased by one spinal point. It was further RESOLVED that the Chairman be authorised to sign a letter instructing the payroll bureau to that effect.

**F17/50 Pagham Flood Defence Steering Committee**

**F17/50.1** Mr Henderson gave an update to the Committee regarding the plans for a managed breach of the spit at the beach. Planning permission had been granted, however there were conditions to be satisfied before work was undertaken. In view of the natural changes to the spit which had taken place, the managed breach was not currently required. Planning permission conditions were time specific and an application had been submitted to alter this to a requirement to comply with conditions before work began. See Planning Committee minutes for further information. Turning to the wider question of the future for the beach, Mr Henderson as director of the Community Interest Company had initiated a meeting of a Coastal Issues Group with representatives from government departments, agencies and local groups including the Parish Council. A further meeting would take place in January and terms of reference for the group were being drafted. In terms of budget provision for 2018/19, Mr Henderson recommended the provision for Phase 4 of the work to undertake the managed breach be maintained as the onset of winter could change conditions in the harbour.

**F17/50.2** It was agreed that the future remit of the Steering Committee and any appointments should be discussed after the Coastal Issues Group had agreed its terms of reference.

**F17/51 Reopening of Sandy Road public toilets during winter months**

The Clerk had circulated an email from ADC which gave the Council an opportunity to reopen the toilets during winter months if it were willing to pay a contribution towards the running costs for this and future closure periods. ADC had indicated a cost of £2500 per annum to cover the winter closure period. A binding decision was not required of the Finance Committee but an indication of the view of the Council was sought. It was **RESOLVED:** to agree to recommend to full Council a contribution be paid to ADC to reopen the toilets during the current trial winter closure period. The Committee further recommended a meeting be sought with ADC to discuss the quantum of future year contributions and to agree a more appropriate closure period given the seasonal nature of visitors to Pagham.

**F17/52 Items for the 2018/19 budget**

Members were advised to submit any proposals for projects for the following financial year to the Clerk for consideration in the budget process.

**F17/53 Clerk's Report**

A replacement Barclaycard had finally been obtained and would be used by the Clerk in accordance with the Financial Regulations.

**F17/54 Risk Assessment**

**F17/54.1** The committee has considered risk in control of the general finance, financial regulations and Governance by receiving the accounts, reconciliations and payments along with the standing orders

**F17/55**

**F17/55.1** The next meeting shall be held on 13<sup>th</sup> December 2017

The meeting closed at 9.45pm

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_