

## Southwick & Widley Parish Council

**Minutes of the Finance and Administration Committee Meeting held in the Eisenhower Room, D-day Memorial Hall, Southwick on Tuesday 14<sup>th</sup> March 2017 at 7.00pm**

**Present:**

Mr G. Clark – In the Chair  
Mr N. Cutler  
Mrs J. Houghton  
Mr A. Richards

**In attendance:-**

Eddie Mason – Clerk to the Council.

**17.01F Apologies for Absence:** Mr Watson

**1702F Minutes of Previous Meeting:** - It was unanimously agreed that the minutes of the meeting held on the 13<sup>th</sup> December 2016 should be accepted as a true and accurate record.

**1703F Meeting adjourned for public participation:** - Nothing

**15.25F Matters arising from public participation** – Nothing

**1704F Examination of Accounts:-**

- i) A full examination of accounts was made up to 14<sup>th</sup> March 2017.

**17.05F Commend to the Council:**

- i) It was agreed to commend the Minutes of the 13<sup>th</sup> December to Full Council.

**17.06F Any Other Business:-**

- i) It was raised that Berewood Primary School had not invoiced the Council for hosting the last six Council Meetings held there.

The Clerk was asked to contact the school and find out why they are not invoicing the Council and that if it is because they have technical problems why it cannot be done; then the Committee will recommend to Council that a gift of £300.00 be given to the school.

- ii) Mr Richards raised the Council's recommendation to purchase a commemorative bench in memory of Councillor Carter who died last year.

It was decided that a recommendation to Full Council should be to put a plaque onto the existing commemorative bench in recognition of the service to the community made by Councillor Carter.

- iii) Mr Clark recommended that there should be a roll of honour placed in the D-Day Memorial Hall.
- iv) The Clerk said that as requested he had found that the price of the speed limit reminder signs with fittings was £2650.00 plus an additional £250.00 for data collection.

The Committee decided that no action should be recommended at the present time.

- v) A quote for the safety fence to surround the play equipment had been received. The Committee reserved making a recommendation to Full Council before it received a further two comparative quotations.
- vi) It was decided that with the increase in projects that properly controlled budgets should be created and that these will commence at the next meeting.

**The meeting closed at 7:58pm**

**Date of the next meetings: 13<sup>th</sup> June 2016**