

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 27 FEBRUARY 2007

Present: Helen Punnett (Committee Chair), Andrew Irwin (PC Chairman), Christine Baker (Vice Chair), Anne Poulter (Village Centre Chair) and Paul Sansby (Environment Chair).

Other: Andrew Grice (Village Centre Vice Chair)

281. MINUTES OF LAST MEETING

281.1 The minutes of the meeting held on 13 December 2006 were approved and signed as a correct record by the Committee Chair.

282. MATTERS ARISING

282.1 (a) Paragraph 275.2 Community Wardens Funding: The Village Centre Chair requested an update on Boxgrove Parish Council's contribution towards the funding of the Community Wardens. The Clerk is to contact Boxgrove's Clerk regarding its contribution.

(b) Paragraph 275.2 Capital Budget – Hearing Loop: confirmation is required as to what equipment John Simnett has. The Village Centre Chair will liase with Mr Simnett.

(c) Paragraph 277.3 Youth Club: LAT has a budget of £5,000 available for capital projects to groups such as the Youth Club. The meeting noted that the Parish Council had contributed to the Youth Club previously. The Chairman will raise the issue of the youth worker vacancy at the South Chichester Local Council Committee meeting on 28 February.

(d) Paragraph 273.1 Museum: The Chairman has not been in contact with the Museum Chairman since before the Examination in Public. A note had been received from the Allotment Steward asking the Parish Council to sort out the problem of the topsoil. The meeting noted that the Steward had been involved with this project. If the Allotments are successful in their application for a lottery grant, the funds could be used to remedy the problem.

283. REGULAR FINANCIAL REPORT

283.1 Amounts paid into the bank accounts between 11 December 2006 and 22 February 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
28/12/2007	458.78	BAC (SIB)	RBS – interest
29/12/2007	84.48	BAC (BHI)	RBS – interest
10/01/2007	74.88	300	TVC – VC accounts
10/01/2007	10.00	300	Allotments
10/01/2007	5.00	300	Garden Club – PLI contribution

16/01/2007	55.00	301	R Carey – newsletter advert
16/01/2007	55.00	301	Monemi – newsletter advert
16/01/2007	85.00	301	Design Consultancy – newsletter advert
16/01/2007	55.00	301	Flying Start – newsletter advert
31/01/2007	73.60	302	TVC – VC accounts
31/01/2007	100.00	302	Woodland Trust – allotment grant
31/01/2007	9.00	302	Lewams Auctions – newsletter advert
22/02/2007	758.55	303	Allianz Cornhill– bus shelters glass insurance claim
TOTAL	1,824.29		

283.2 The Committee RESOLVED that the payments made between 11 December 2006 and 22 February 2007 be approved as follows:

Payments	£	Cheque No.	Description
11/12/2006	411.25	1155	Mazars – 2005/06 external audit
11/12/2006	182.13	1156	M H Kennedy & Son Ltd – November grasscutting
11/12/2006	313.97	1157	RPM Reprographics Ltd – Newsletter printing ED Dec/Jan
11/12/2006	76.00	1158	TVC – Hall rental
11/12/2006	47.00	1159	Aztec Computers Ltd – domain registration x 2
11/12/2006	459.53	1160	RJCA – consultancy fees for car park drainage
13/12/2006	500.00	1161	St Andrews – grant for upkeep of churchyard
18/12/2006	781.40	1162	Mrs M Monachan – clerk’s salary & expenses
18/12/2006	147.74	1163	HM Revenue & Customs only – NICs & tax
08/01/2007	591.39	1164	Ashbridge Tree Ltd – allotment trees contra CDC grant
08/01/2007	421.75	1165	TVC – reimbursement of VC Manager’s salaries
08/01/2007	1,038.17	1166	Parham Brothers – bus shelters glass repairs
08/01/2007	230.00	1167	L R Pimenta – VC car park soil sampling
11/01/2007	130.50	1168	TVC – hall rental
11/01/2007	12.65	1169	Mr P Neary – P&P for allotment grant applications
11/01/2007	552.25	1170	The Constructive Group – car park soil analyses
23/01/2007	792.80	1171	Mrs M Monachan – clerk’s salary & expenses
23/01/2007	135.08	1172	HM Revenue & Customs Only – NICs & tax
02/02/2007	113.69	1173	Mr P Neary – allotment trees contra Woodland Trust grant
02/02/2007	88.13	1174	M H Kennedy & Son Ltd – January grass cutting
02/02/2007	29.38	1175	Aztec Computers Ltd – updates for website
02/02/2007	225.71	1176	RPM Reprographics Ltd – Newsletter printing Ed Feb
13/02/2007	595.25	1177	FDT Ltd – new mower & 2 x safety checks
13/02/2007	302.79	1178	Parham Brothers - VC window repairs
13/02/2007	3,760.35	1179	Barclays Bank PLC – replacement bus shelter
13/02/2007	1,300.00	1180	R G Turner – VC small hall fire door replacement
20/02/2007	707.11	1181	Mrs M Monachan – Clerk’s salary & expenses
20/02/2007	126.53	1181	HM Revenue & Customs – NICs & tax
TOTAL	14,072.55		

283.3 The balances of the bank accounts as of 22 February 2007 were reported as follows:

Current Account	-£1,809.98
BHI Account	£9,718.36
SIB Account	£59,956.11
Total Balance	£67,864.49

283.4 The Clerk informed the Committee that a District Council grant of £500.00 had been received as reimbursement for the trees purchased for the Allotments.

283.5 The insurance claim for the damage to the glass panes of the Jerrard Road and Nettleton Avenue shelters has been received. The Committee noted that the VAT can be claimed back and that an excess of £125 had been applied.

283.4 The parent of the youth responsible for breaking the glass of one of the main hall fire doors has agreed to pay for the replacement glass at £20 per week.

283.5 The Committee AGREED to accept the Clerk's recommendation to transfer £5,000 from the Special Interest Bearing account to the Business High Interest account to cover expenditure until the first instalment of the Parish Precept due on 19 April.

283.6 The Committee received the Budget Update as of 22 February 2007. A note indicating that the Clerk's salary and expenses budget includes payment for the Village Centre Accounts and Bookings is to be added to the update. A list of virements will be drawn up for the next meeting after the close of this financial year.

284. QUOTES FOR CAR PARK DRAINAGE PROJECT

284.1 The Architect had asked a contractor to obtain two quotes for the proposed drainage scheme. The lowest quote was significantly higher than the budget of £15,000. £12,000 of the costs is incurred by the digging and shoring up of the drain.

284.2 The Chair and the Environment Chair will meet with the Architect to discuss the feasibility of reducing the size of the drain and query if the current design would meet with the Environment Agency's approval. They will report back to full Council.

284.3 In accordance with Financial Standing Orders the project will be put out to tender by advertising in the local newspaper and three quotes obtained.

285.3 TO REVIEW AND APPOINT A NEW CONTRACTOR FOR THE ALLOTMENT GARAGE REPAIRS

285.1 The contractor appointed last September is no longer interested in the project. Two councillors declared an interest.

285.2 The Committee noted that the Museum uses the garage for storage and that most allotment holders store their equipment in the container. The door of the container needs to be replaced as it is difficult to open.

285.3 The Committee AGREED to approve the replacement of the existing door of the container and to

review the repairs to the allotment garage at a later date. The Chairman will inform the Allotment Steward of the Committee's decision.

286. TO DISCUSS THE COST OF A NEW ALLOTMENT FENCE

286.1 The Committee had been informed by the Allotment Steward that the existing fence on the additional horse field cannot be reused to fence off the new allotments and had obtained a quote of £312 for a new one.

286.2 The Committee discussed the issue. It was noted that the eight new plots had been provisionally allocated and it was suggested that allotment holders could help with the relocation of the fence.

286.3 The Committee **AGREED** that the Chairman should contact the Steward to ask that the existing fence be moved to accommodate the new plots.

287. RENEWAL OF GRASS CUTTING CONTRACT FOR 2007/08

287.1 The existing contractor had been offered the 2007/08 contract subject to the pricing remaining unchanged. The Contractor had proposed an increase of 3% on the pricing in line with inflation.

287.2 The Committee **RESOLVED** to award the 2007/08 grass cutting contract to the existing contractor due to the high quality of service provided in the current year.

288. TANGMERE CELEBRATION 2007

288.1 The Spirit FM road show has been booked at a cost £700. It is hoped that additional sponsorship from local companies may cover this outlay.

289. REPLACEMENT COSTS FOR THE CENTRE'S NOTICE BOARDS

289.1 The Village Centre Vice Chair had obtained an estimate for a metal notice board. The Committee were informed that it was not possible to install one large notice board for the Council and Village Centre to share due to the location of a downpipe. He is currently seeking a quote from a company in Brighton.

289.2 The Committee **APPROVED** the purchase of two metal notice boards fitted with polycarbonate rather than glass.

290. TO DRAW UP A LIST OF APPLICANTS FOR REMAINING GRANT FUNDS

290.1 The Committee was informed that there is £100 available from the Grants budget for local projects. The Committee discussed a number of applications.

290.2 The Committee **RESOLVED** to recommend to the Parish Council that £100 be donated to the Youth Club.

291. COSTS ARISING FROM UPDATING WEBSITE

- 291.1** One of the User Groups had expressed an interest in having a web page on the Parish Council website. The web designer had quoted £50 plus VAT to set up and design the page. Once set up the Clerk would be able to update the page at no cost to the group.
- 291.2** The Committee AGREED that the Parish Council would pay half the cost incurred in setting up a web page for additional User Groups and that each User Group would pay the other half.

292. TO CONSIDER RECOMMENDATION TO APPLY FOR QUALITY PARISH STATUS

- 292.1** The Chairman put forward the recommendation to apply for Quality Parish Status. The meeting noted that if the Parish Council were to gain this status, District Council would be prepared to delegate more responsibility down to the Parish Council and more funds would be available to the Council. The Committee were informed that it is up to the Parish Council to decide how much additional responsibility it wishes to take on. The Committee noted that 80% of Councillors should have been elected – this will hopefully take place at the May elections. Currently the Parish Council fulfils most of the criteria required for Quality Status. The only outstanding item is that the Clerk does not hold one of the three recognised professional qualifications. The Clerk has investigated what is required for the Certificate in Local Government Administration and is willing to prepare a portfolio for submission.
- 292.2** The Committee RESOLVED to recommend to full council that Quality Parish Status should be sought.

293. TRANSFER OF ACCOUNTS ONTO SAGE

- 293.1** The Committee AGREED that the accounts should be transferred onto the SAGE software and be set up in a Receipts and Payments format.

294. CLERK'S APPRAISAL

- 294.1** At her annual appraisal prior to the meeting, the Clerk had requested that her hours be extended from 12 to 13 per week and that the Committee review the £100 allowance paid for the use of the Clerk's home as an office. The Clerk left the meeting to allow discussion to take place.
- 294.2** The Committee AGREED to delegate the responsibility for reviewing the Clerk's requests to the Chairman, Vice Chair and Committee Chair and to bring their recommendations before full Council. The Clerk is to supply details of her hours and expenses to the sub-committee.

295. ANY OTHER MATTERS FOR INFORMATION

- 295.1** The Chairman had received a plan for additional tree planting from the Village Tree Warden which will be brought before the next Environment Committee meeting.

Date of next meeting: 24 April 2007