

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 24 APRIL 2007

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

Apology: Helen Punnett – work commitments

296. CHAIRMANSHIP OF THE MEETING

296.1 Due to the absence of the Committee Chair, the Committee AGREED that the Parish Council Chair should take on the role of Acting Chair for the duration of the meeting.

296.2 The Committee confirmed that the membership of the Committee consists of the Finance Chair, the PC Chair and Vice Chair, the Environment Chair and Village Centre Chair.

297. MINUTES OF LAST MEETING

297.1 The minutes of the meeting held on 27 February 2007 were approved and signed as a correct record by the Acting Chair.

298. MATTERS ARISING

298.1 (a) Paragraph 282.1 (a) Community Wardens Funding: the Clerk is to seek clarification as to Boxgrove's contribution to the funding of the scheme and the time allocated to each of the villages.

(b) Paragraph 282.1 (b) Capital Budget – Hearing Loop: the Village Centre Management Committee has agreed to purchase the hearing loop for the Centre.

299. REGULAR FINANCIAL REPORT

299.1 Amounts paid into the bank accounts between 23 February and 20 April 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
06/03/07	500.00	304	CDC – Allotment grant
06/03/07	2,574.00	304	Allianz Cornhill – Museum bus shelter claim
06/03/07	84.24	304	TVC – VC Accounts
06/03/07	18.00	304	Lewams Auctions – newsletter advert
26/03/07	1,651.64	BAC	HMCE – VAT refund
28/03/07	74.88	305	TVC – VC Accounts
28/03/07	55.00	305	Mr McGregor – newsletter advert
28/03/07	420.00	305	Allotment fees (expensed deducted)
29/03/07	507.75	BAC (SIB)	RBS – interest to 15/03/07

30/03/07	66.04	BAC (BHI)	RBS – interest to 30/03/07
16/04/07	6.00	306	M Farrugia – newsletter advert
16/04/07	30.00	306	Balance of allotment fees
16/04/07	55.00	306	Allfield Financial – newsletter advert
16/04/07	55.00	306	R Boniface – newsletter advert
TOTAL	6,097.55		

299.2 The Committee RESOLVED that the payments made between 23 February and 20 April 2007 be approved as follows:

Payments	£	Cheque No.	Description
27/02/07	868.84	1183	CDC – emptying of litter bins
27/02/07	822.50	1184	Spirit FM – hire of roadshow
02/04/07	4,837.97	BAC	Public Works Loan – 2 nd payment
08/03/07	231.90	1185	RPM – newsletter printing March edition
08/03/07	85.00	1186	SLCC - membership
08/03/07	25.00	1187	AA Kidz Quads – deposit
20/03/07	610.36	1188	Mrs M Monachan – clerk’s salary & expenses
20/03/07	92.09	1189	HM Revenue & Customs – NICs & Tax
28/03/07	42.94		Allotment expenses
19/04/07	300.00	1190	G H A Lyons – Drainage survey & design
19/04/07	182.13	1191	M H Kennedy & Son Ltd – March grasscutting
19/04/07	58.75	1192	Evans Welding & Inspection Svcs – carpark bollard repair
19/04/07	26.23	1193	Mrs M Monachan – Clerk’s salary & expenses
19/04/07	225.71	1194	RPM – newsletter printing April edition
19/04/07	529.68	1195	SALC – annual subscription
19/04/07	238.56	1196	Parham Brothers – VC window & bus shelters panels
19/04/07	52.88	1197	Aztec Computers Ltd – domain hosting
19/04/07	274.85	1198	TVC – rental & repayment of VC manager’s salary
19/04/07	84.42	1199	Southern Electric – lighting charges
19/04/07	690.16	1200	Mrs M Monachan – clerk’s salary & expenses
19/04/07	85.87	1201	HM Revenue & Customs – clerk’s salary & expenses
19/04/07	72.85	1202	Hall Signs – overflow car park sign
19/04/07	100.00	1203	Tangmere Youth Club – grant
TOTAL	10,539.69		

299.3 The balances of the bank accounts as of 24 April 2007 were reported as follows:

Current Account	-£147.26
BHI Account	£26,716.38
SIB Account	£55,463.56
Total Balance	£82,032.68

299.4 The Clerk informed the Committee that the first payment of the parish precept, £20,815.66 was paid on 19 April. The Committee noted that CDC had deducted the mortgage payment from the precept before paying the precept to the Parish Council

299.5 The Committee noted that the insurance claim for the Museum bus shelter did not include the uninsured losses and excess.

299.6 A budget update as of 31 March 2007 had been produced (see Minute Book for copy). The Committee noted the following items:

- the second Public Works Loan payment was due on 31 March but as this date had fallen on a Saturday it was deducted on 2 April and therefore came under the new financial year.
- the amount of interest had exceeded the revised estimate, as the funds for the car park project had not been drawn on.
- the car park contribution was lower than expected as there were a number of invoices still outstanding.
- the allotments actual total included two year's of allotment rents rather than one – 2007/08 rents had been collected early.

299.7 The Committee AGREED that £5,000 should be transferred from the Receipts and Payments to the Capital Car Park budget.

300. APPROVAL OF VIREMENTS FOR 2006/2007

300.1 The Committee were informed that the allotment budget had been overspent by £1,061.29 but that the majority was offset by £900 of allotment grants.

300.2 The Committee AGREED that the additional virements, as shown on the Payments sheet, would be covered from the unspent Community Wardens budget.

301. APPOINTMENT OF INTERNAL AUDITOR

301.1 The Committee AGREED that Mr Paul Neary should be invited to act as internal auditor and a fee of £100 paid.

302. CAR PARK DRAINAGE UPDATE

302.1 A tender advertising the project had appeared in the local paper and one company had responded to the advert. The Architect had met with a groundwork company. When the quotes have been received they are to be brought before the next Environment Committee meeting.

303. QUOTES FOR VILLAGE CENTRE NOTICEBOARDS

303.1 The Clerk had obtained three quotes from internet companies which were discussed by the Committee.

303.2 The Committee AGREED that two aluminium notice boards should be purchased to replace the two vandalised noticeboards.

304. QUALITY PARISH STATUS

- 304.1** The Parish Council is at present unable to proceed with its application for Quality Parish Status as only 70% of the Parish Council was elected - not the 80% required for Quality Parish Status.
- 304.2** The Committee were informed that the vacancies could be filled by co-option at the first Parish Council meeting of the year. If the vacancies remain unfilled seven weeks after 8th May then the District Council will call an election.

305. ANY OTHER MATTERS FOR INFORMATION

- 305.1** The insurance policy is due for renewal on 1 June. The Committee recommended that the insurance on the two mowers should be reduced by £4,000 to £1,000 and that the Village Centre contents should be increased to £12,000.
- 305.2** The Village Centre Chair was updated on the Sunday Football situation. The Clerk has been unable to contact the Sunday League.
- 305.3** Perrymead – no information had been received regarding its sale but some clearing of the site had been carried out.
- 305.4** A number of items had been donated to the Twinning Association and the Village Centre Chair requested that some of the items be displayed in the Centre. This item is to come before the Village Centre Management Committee for approval.

Date of next meeting: tbc