

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 26 JUNE 2007

Present: Helen Punnett, Andrew Irwin (PC Chairman), Christine Baker (Vice Chair), George Barlow (Environment Chair) and Roger Birkett (Village Centre Chair).

Other: Andrew Grice and Paul Neary (Allotment Steward)

306. ELECTION OF COMMITTEE VICE CHAIR

306.1 The Committee AGREED that currently it did not deem it necessary to appoint a Committee Vice Chair.

307. MINUTES OF LAST MEETING

307.1 The minutes of the meeting held on 24 April 2007 were approved and signed as a correct record, subject to the replacement of '27 February 2007' with '24 April 2007' in paragraph 299.3, by the Parish Council Chairman as Acting Chair of the last meeting.

308. MATTERS ARISING

308.1 Item 304. Quality Parish Status: as no interest had been shown in the three councillor vacancies the Committee AGREED that the Committee Chair should put a notice advertising the vacancies in the school newsletter.

309. REGULAR FINANCIAL REPORT AND BUDGET UPDATE AS OF 22 JUNE 2007

309.1 Amounts paid into the bank accounts between 21 April and 22 June 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
23/04/07	155.54	307	Mr J Simnett – horsefield rent
01/05/07	81.19	308	TVC – VC Accounts
01/05/07	43.75	308	Dr Mallam – carpark contribution
18/05/07	287.18	309	St Andrews – newsletter contribution
08/06/07	147.00	310	Tangmere Cricket Club – mower insurance contrib.
08/06/07	150.00	310	TC07 Raffle monies
08/06/07	87.50	310	Dr Liano – carpark contribution
08/06/07	130.95	310	TVC – VC accounts & bookings
08/06/07	287.60	310	Tangmere Museum – water contribution
08/06/07	15.00	310	Mr & Mrs Pierce – allotment rent
08/06/07	250.00	311	Chichester Bus Pk Partnership – TC07 donation
18/06/07	10,000.00	BAC	Big Lottery Fund - Allotment grant
19/06/07	250.00	312	Seawards – TC07 donation
19/06/07	320.00	312	TC07 Raffle monies

19/06/07	1,680.00	312	TC07 funds raised at event
22/06/07	160.00	313	TC07 Raffle monies
22/06/07	675.00	313	TC07 funds raised at event
TOTAL	14,720.71		

309.2 The Committee RESOLVED that the payments made between 21 April and 22 June 2007 be approved as follows:

Date	£	Cheque No.	Description
02/05/07	75.00	1204	Mr A Irwin – PC Chairman’s allowance
02/05/07	25.00	1205	Mrs A Poulter – VC Chair’s allowance
02/05/07	25.00	1206	Mrs H Punnett – Finance Chair’s allowance
02/05/07	128.00	1207	Mr K Patterson – Anti-climb painting
02/05/07	359.50	1208	Portsmouth Water – allotments water charge (80% recouped from Museum)
02/05/07	230.55	1209	RPM Reprographics Ltd – newsletter printing May Edition
10/05/07	25.00	1210	Mr P Sansby – Environment Chair’s allowance
10/05/07		1211	Incorrect invoice sent – cheque incorrectly made out
10/05/07	1,000.00	1212	CDC – monthly payment for Community Wardens
10/05/07	154.00	1213	Chichester Community Transport – Dial-a-ride contribution
10/05/07	370.13	1214	M H Kennedy & Son Ltd – grasscutting April
10/05/07	88.76	1215	Mrs M Monachan – PC Phone bill
13/05/07	35.00	1216	Mr D Mackinnon – TC07 lottery licence fee
22/05/07	172.65	1217	Parham Brothers – replace window in small hall of VC
22/05/07	76.43	1218	CDC – to supply & fit 2 nd hand bin liner in adventure trail
22/05/07	709.68	1219	Mrs M Monachan – Clerk’s salary & expenses, VC Accs & bookings
22/05/07	124.43	1220	HM Revenue & Customs only – NICs & tax
22/05/07	8.00	1221	Mr P Neary – allotments grasscutter fuel April/May
24/05/07	3,654.58	1222	Allianz – annual insurance premium
12/06/07	40.00	1223	CPRE Sussex – The planning System training seminar fee
12/06/07	173.31	1224	The Sign Experience Ltd – TC07 banners & display boards
12/06/07	333.74	1225	Mrs M Monachan – VC noticeboards
12/06/07	225.10	1226	RPM Reprographics Ltd – newsletter printing June Edition
12/06/07	279.06	1227	M H Kennedy & Son Ltd – grasscutting May
12/06/07	58.75	1228	Evans Welding & Inspection Svcs – replacement cheque
20/06/07	646.20	1229	Mrs M Monachan – Clerk’s salary & expenses, VC Accs & Bookings
20/06/07	99.22	1230	HM Revenue & Customs Only – NICs & tax
TOTAL	9,117.09		

309.3 The balances of the bank accounts as of 26 June 2007 were reported as follows:

Current Account	£500.00
BHI Account	£30,327.56
SIB Account	£55,463.86
Total Balance	£86,291.42

309.4 The Committee noted that the £10,000 Big Lottery Fund grant had already been paid into the

Council's bank account. The Committee AGREED that Big Lottery Fund grant should be shown as an earmarked capital reserve.

- 309.5** The Committee AGREED to transfer £15,000 from the BHI account to the SIB account to benefit from the higher rate of interest.
- 309.6** The Committee noted that the tennis courts have an annual budget of £500. This is to be reviewed at the setting of the next budget.
- 309.7** The payments from TC07 have been split between the previous and current financial years. All of the allocated £1,000 budget has been spent. The Committee noted the report that the Chairman had produced to show a breakdown of payments and receipts (for copy see Minute Book). Once all funds have been received a presentation cheque will be given to St Richard's Hospital Cancer Day Care Unit and then the Clerk will raise the proper cheque. The Committee noted that it is anticipated that £4,000 will have been raised for the Cancer Day Care Unit from the event. An anonymous donor has agreed to match the amount raised. The Chairman was thanked for all his work with the successful event.
- 309.8** The Committee were informed that it would cost £250 plus VAT to service the CCTV cameras at the Village Centre and to change the coverage of one of the cameras to focus on the window of the Small Hall that is continually being broken. The Committee AGREED that CCTV cameras should be serviced to help deter individuals from breaking the Small Hall window.

400. CAR PARK DRAINAGE: TO CONSIDER THE ARCHITECT'S RECOMMENDATION AND APPOINT A CONTRACTOR

- 400.1** The Architect had provided a written recommendation for the preferred supplier for the drainage project (for copy see Minute Book). He recommended the appointment of the supplier who had submitted the lowest quote subject to a number of conditions. The Architect had met with the supplier and was satisfied that the company's quote was realistic.
- 400.2** The Committee discussed the recommendation. The Committee RESOLVED to accept the Architect's recommendation to appoint B Bletchley as the preferred supplier for the car park drainage project subject to the conditions listed by the Architect. The Committee AGREED that the Architect should be asked to take up the references and that payment of the supplier would be deferred until the Architect was satisfied with the work. The Architect will be responsible for the project complying with building regulations.

401. TO APPROVE QUOTE FOR INTERIOR AND EXTERIOR ELECTRICAL REPAIRS TO THE VILLAGE CENTRE.

- 401.1** The Committee AGREED that the Parish Council should pay for the repairs as detailed in the quote (for copy of quote see Minute Book) as the majority of the work would ensure that the Centre is adequately lit internally and externally. The Committee noted that the VAT would be recoverable.

The Allotment Steward joined the meeting.

402. TO CONSIDER THE FINANCIAL IMPLICATIONS OF VANDALISM AT THE

VILLAGE CENTRE

- 402.1** The Committee were informed that a laminated window in the Youth Hall had been broken recently. There have been a number of instances of vandalism of the Centre which have been connected to the Youth Club and where the culprit was known but no action could be taken. At the last session some children, who had been banned from the Club, had thrown stones at the Centre and tried to get back in by banging and kicking the main entrance door that had been locked. The Committee noted that the younger session, organised by volunteers was more problematic and that some sessions of the Youth Club did not appear to be adequately supervised – the ratio of supervisors to children was queried. It was also noted by the Committee that no protocol is in place for bad behaviour.
- 402.2** The Committee AGREED that the Vice Chair should raise these issues at the next meeting of the Youth Club Management Committee and report back to the next Parish Council meeting.

The Environment Committee Chair joined the meeting .

403. TO CONSIDER QUOTES RECEIVED FOR THE DEMOLITION OF THE ALLOTMENT GARAGE

- 403.1** The Clerk had sought quotes for the demolition of the garage from the three contractors who had originally submitted tenders for the repair of the garage. To date only one verbal quote of £940.00 plus VAT had been received.
- 403.2** The Committee AGREED to await a second quote for comparison and to delegate the authority for the selection of the preferred supplier to the Chairman and the Committee Chair.
- 403.3** The Committee also discussed the proposed replacement of the garage with a steel container. It AGREED that the Allotment Steward should research the costs of obtaining a container and carrier charges involved. The Steward will contact the Museum's Head of Maintenance to inform him of the proposed demolition of the garage to allow time for the lean-to by the garage to be cleared and removed.

404. TO DISCUSS THE PLANS FOR THE ALLOTMENT LOTTERY AWARD

- 404.1** The Committee congratulated the Allotment Steward on the Allotments' successful grant application to the Big Lottery Fund for the Battle of Britain Memorial Woodland project (see Minute Book for a copy of the project brochure).
- 404.2** The Allotment Steward gave an overview of the proposed schedule for the project. The Committee were informed that the project should be completed by Spring 2008. Five landscape designers had been asked to produce a sketch design for the Woodland. The deadline for receipt of the designs is the end of July/beginning of August. The Steward will liaise with Colin Channon at the Chichester Observer to publicise the project and he will make a feature article to engage the community and to obtain community feedback. The British Trust Conservation Volunteers (BTCV) have confirmed an offer of ten student volunteers for 30 days - the BTCV leader will have to be paid for his supervision of the students. No machinery is available from BTCV and therefore a heavy groundwork contractor will be required. In August/September a design will be selected and finalised. In September/November the ground will be drier and the landscaping more

physical. Chichester College has committed to 100 man-hours to plant bulbs and trees. The Woodland Trust will donate some trees but more are required. The Museum could be approached for a donation towards the 5,000 tonnes of topsoil that is needed for the project. The Committee also noted that the Museum is among the top candidates to receive an Airfields of Great Britain's granite plinth war memorial – the suggested location is at the top edge of Haleybridge Walk, next to the Memorial Garden to give continuity.

404.3 The Committee discussed the requirements and conditions arising from the receipt of the grant. The Clerk is to seek advice from SALC on the waiving of the Council's Financial Regulations and Contract Standing Orders.

404.4 The Committee AGREED that the following recommendations be brought before full Council for consideration:

- that the Environment Chair should lead the project, assisted by the Allotment Steward,
- the Environment Chair should report to the Finance Committee for approval on financial matters, and to the Parish Council for information,
- the County Councillor should be asked to act as an independent scrutiniser for the project and for him to report back at each meeting of the full Parish Council and
- that the Parish Council suspend its Financial Regulations and Contract Standing Orders for the project due to the specialized nature of the work, the involvement of a number of registered charities and the difficulty in obtaining three comparable quotes for each area of work.

405. TO UPDATE THE LIST OF POSSIBLE PROJECTS FOR THE S106 MONIES GENERATED BY THE FIRE DEPOT SITE

405.1 The Clerk had been contacted by an Officer at CDC responsible for updating the Parish Council Needs Database for the purposes of allocation of S106 monies. The Committee noted that the S106 monies could only be used for community facilities and that a possible £87,000 of S106 monies could be made available subject to the housing mix of the Fire Depot site.

405.2 The Committee reviewed the existing list and AGREED that the following list of items should be submitted to CDC

Village Centre

- Suitable and tactile signs for the disabled
- Improvements to the changing rooms and showers
- Tarmacing the Centre's car park

Allotments

- Water troughs, composting bins and fencing

Skate Park

- Additional pieces of equipment

Village

- Improved recycle centre
- Increased cycle provision
- A large community facility to cater for the various groups and clubs within the village.

406. TO DISCUSS PROPOSED CHANGES TO THE 'FOOTWAY LIGHTING'

AGREEMENTS

406.1 The meeting was informed that WSCC proposed changes that may be implemented in the way it funds and provides its street lighting service and how the changes would affect WSCC's current Parish Council 'Footway Lighting' agreement.

406.2 The Committee discussed the three options proposed by WSCC (for copy see Minute Book). The meeting noted that the Parish Council owns only two street lights located in Church Lane.

406.3 The Committee AGREED to select the first option - to enter into a new agreement with WSCC for the maintenance of the two streetlights under the terms of a Private Finance Initiative which would increase the annual maintenance charge of £19 to £27.

407. TO APPROVE CLERK'S ATTENDANCE AT THE CILCA COURSE

407.1 The Committee GRANTED permission for the Clerk to attend the CiLCA course run by SALC on 30 June and 1 July 2007 to be held at Dunford House, Midhurst. The Committee AGREED to pay the cost of the course, £120.00, and to pay the Clerk for the additional 14 hours of attendance at the course.

408. ANY OTHER MATTERS FOR INFORMATION

408.1 There were no other matters for information.

Date of next meeting: 28 August 2007