

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 28 AUGUST 2007

Present: Andrew Irwin (PC Chairman), George Barlow (Environment Chair) and Roger Birkett (Village Centre Chair).

Apologies: Helen Punnett and Christine Baker – unwell.

409. CHAIRMANSHIP OF THE MEETING

409.1 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.

410. MINUTES OF LAST MEETING

410.1 The minutes of the meeting held on 26 June 2007 were approved and signed as a correct record by the Acting Chair.

411. MATTERS ARISING

411.1 Paragraph 308.1 Quality Parish Status: the Committee noted that two new councillors had been elected in a non-contested election. As there is still one remaining vacancy the Parish Council must continue to hold elections until the vacancy is filled. The cost of an uncontested election is £231.02 and that a date of 25 October has been set for the next election.

411.2 Item 400. Car Park Drainage Project: a provisional date of 20 September has been set for the start of the project.

412. REGULAR FINANCIAL REPORT AND BUDGET UPDATE AS OF 10 AUGUST 2007

412.1 Amounts paid into the bank accounts between 23 June and 10 August 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
27/06/07	130.95	314	TVC – VC accounts & bookings
27/06/07	65.00	314	Posh Paws – newsletter advert
27/06/07	85.00	314	SIA Computers – newsletter advert
27/06/07	330.00	314	St Andrews - TC07 monies
27/06/07	18.00	314	TC07 monies
27/06/07	45.75	314	TC07 monies
28/06/07	496.59	SIB(BAC)	RBS – interest to 14 June
29/06/07	136.95	BHIA(BAC)	RBS – interest to 29 June
06/07/07	30.00	315	Ms Carson – 1 st payment for damage to VC
23/07/07	39.00	316	Twinning Association – TC07 monies
23/07/07	131.50	316	TC07 monies
23/07/07	77.77	316	Mr J K Simnett – horsefield rent

23/07/07	130.95	317	TVC - VC Accounts & bookings
23/07/07	17.00	317	TC07 monies
10/08/07	250.00	318	Seaward Properties Ltd – donation to litter warden scheme
TOTAL	1,984.46		

412.2 The Committee RESOLVED that the payments made between 23 June and 10 August 2007 be approved as follows:

Payments	£	Cheque No.	Description
26/06/07	269.00	1231	CDC – uncontested PC election
26/06/07	1,000.00	1232	CDC – contribution to Community Warden scheme
26/06/07	100.00	1233	Mr J Rudkin – litter warden monthly honorarium
26/06/07	150.00	1234	Marine Soc. & Sea Cadet Corps – TC07
12/07/07	172.65	1235	Parham Brothers – replacement of VC SH window
12/07/07	100.00	1236	Mrs M Monachan – use of home as office allowance
12/07/07	230.55	1237	RPM – printing of Jul/Aug Edition newsletter
12/07/07	467.06	1238	MH Kennedy & Son Ltd – June grasscutting
12/07/07	26.25	1239	Allianz Insurance plc – diesel generator premium TC07
12/07/07	118.80	1240	TVC – quarterly rental invoice
12/07/07	141.00	1241	SALC – CiLCA training course
20/07/07	70.00	1242	Mr P Littlejohns – removing damaged branches
20/07/07	758.34	1243	Mrs M Monachan – clerk’s salary & expenses
20/07/07	79.57	1243	Mrs M Monachan – PC phone bill
20/07/07	151.71	1244	HM Revenue & Customs – Tax & NICs
20/07/07	100.00	1245	Mr J Rudkin – litter warden monthly honorarium
24/07/07	105.75	1246	Playsafety Ltd – annual ROSPA inspection
24/07/07	4,000.00	1247	St Richard’s hospital Cancer Day Unit Appeal – TC07
24/07/07	468.00	1248	Bradley Electrical 2004 – VC electrical repairs
07/08/07	1,000.00	1249	CDC – contribution to Community Warden scheme
07/08/07	279.06	1250	MH Kennedy & Son Ltd – July grasscutting
07/08/07	132.00	1251	RJ & Mrs JE Martin – internal auditor fees
07/08/07	7.13	1252	Mr G Barlow – Land registry search & weedkiller
TOTAL	9,926.87		

412.3 The balances of the bank accounts as of 28 August 2007 were reported as follows:

Current Account	£500.00
BHI Account	£21,184.76
SIB Account	£55,463.86
Total Balance	£77,148.62

412.4 The Committee noted Seaward Homes had donated £250.00 towards the Litter Warden scheme.

413. TO RECEIVE AND CONSIDER THE INTERNAL AUDITOR’S REPORT ON THE 2006/07 ACCOUNTS AND APPROVE THE ANNUAL RETURN FOR SUBMISSION TO THE EXTERNAL AUDITORS.

413.1 A copy of the Internal Auditor’s report had been circulated to all councillors (for copy see Minute

Book). The Committee reviewed the recommendations contained within the report.

413.2 The Committee noted that the Internal Auditor had only requested the Finance and Village Centre minutes for the internal audit. The Parish Council minutes will be included as part of next year's supporting documentation. The Clerk confirmed that the 2006/07 end-of-year payroll returns had been completed.

413.3 The Committee AGREED to put the following recommendations to full council for approval:

- (i) that Committee Chairs should no longer be paid an allowance but that any reasonable expenses incurred by members whilst carrying out their duties will be reimbursed. The Chairman stated that he would waive his allowance for the rest of his tenure.
- (ii) that a six-month bank reconciliation should be carried out in October of each year.
- (iii) that clarification should be sought as to what the risk assessment should cover and that having reviewed the contract thresholds the Committee considers the current levels good practice and in line with seeking best value.
- (iv) that the Parish Council and the Village Centre's accounts be consolidated for end of year reporting purposes and that as the Council is still under the threshold for audit purposes to maintain the Receipts and Payments accounting method. Details of the Reserves will continue to be included in reports to members but will not be submitted as part of the Annual Return.
- (v) that the Clerk obtains a list of requirements for the audit notes and complete for the Parish Council accounts.
- (vi) that the Village Centre Manager's tax and NIC should be regularised to ensure that the Village Centre complies with its obligations as an employer. With the VC Manager's agreement, HM Customs & Excise will be notified of the VC Manager's tax reference and NI number and that the Village Centre, as her employer, is not deducting any NIC or tax at source.

413.4 The Chairman thanked the Clerk for her work preparing the Annual Return.

414. TO RECEIVE THE ALLOTMENTS REPORT.

414.1 The Allotment Steward had prepared a report on the Parish Council's expenditure on the allotments (for copy see Minute Book). The Steward had requested that a budget of £1,000 be set up for capital expenses and that allotment rents should be increased. The Committee discussed the requests. It was noted that there was no requirement for the Parish Council to make a profit from the allotments and that the allotment rents are subsidised as it is a community facility.

414.2 The Committee AGREED to maintain the agreed rental increase of 25% each year for the next four years and that there was no requirement to build in an equipment budget for the allotments – requests for capital items will be reviewed on a case by case basis. The Committee expressed its thanks for the Allotment Steward's on the project and the allotments.

414.3 Memorial Woodland: the Committee noted that only two out of the five designers had submitted outline sketches. The Committee Chair and the Allotment Steward had independently reviewed both proposals and scored them on ten set criteria. Both recommended the design from Morpheus Garden Design as the most comprehensive proposal.

414.4 The Committee AGREED to appoint Morpheus Garden Design as the preferred contractor for

the Battle of Britain Memorial Woodland project subject to references and other requested information, and the agreement of professional fees. The Allotment Steward will draft the appointment letter.

414.5 The Committee AGREED that both designers would be reimbursed for expenses incurred in the production of the outline sketches up to a maximum of £150.00.

415. TO CONSIDER THE COST OF REINSTATING AND LANDSCAPING THE OPENING BETWEEN SPITFIRE COURT AND MEADOW WAY.

415.1 The Committee was informed that the Chairman and the Committee Chair had attended a meeting with the Developer of the Fire Depot site at which the area of land located between Spitfire Court and Meadow Way was discussed. A number of years ago a fence was erected on the land which blocked off the tarmaced path used regularly by residents. The Developer agreed to grant an open-ended licence to the Parish Council for the use of the land with no rental charges. The licence can be terminated upon six months notice being given by either side. The Chairman proposed that the Parish Council take on the licence and open up the pathway access and landscape the area. The Clerk is to contact SALC regarding the legal implications of the lease. The item is to come before full council for discussion.

416. TO CONSIDER THE TWINNING ASSOCIATION'S REQUEST FOR FUNDING FOR A DISPLAY CABINET.

416.1 At the last meeting of the Village Centre Management Committee it was agreed that the Centre would be an unsuitable location for the Association's items as their safety could not be guaranteed. The Chairman will ask the School if it would consider hosting the exhibits. If the school agrees the Parish will then consider a donation towards the display cabinet.

417. ANY OTHER MATTERS FOR INFORMATION

417.1 The Chairman had received a letter from a resident regarding the condition of the common land at the entrance of Nicholson Close. The Chairman had inspected the area and reported that it did not warrant any action by the Parish Council.

417.2 The Meeting noted that WSCC are offering free bike stands. The item is to come before full council for discussion.

417.3 The meeting noted that CDC's Rural Housing Enabler had agreed to the Parish Council's request for an updated housing needs survey. There is a standard questionnaire available which will be forwarded to members for consideration prior to discussion at the next Parish Council meeting.

417.4 The construction of the A27 footbridge has been delayed until January 2008.

Date of next meeting: 30 October 2007