TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 30 OCTOBER 2007

Present: Andrew Irwin (PC Chairman), Christine Baker (PC Vice Chair), George Barlow (Environment Chair) and Roger Birkett (VC Chair).
Other: Andrew Grice
Apologies: Helen Punnett– unwell.

418. CHAIRMANSHIP OF THE MEETING

418.1 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.

419. MINUTES OF LAST MEETING

419.1 The minutes of the meeting held on 28 August 2007 were approved and signed as a correct record by the Acting Chair.

420. MATTERS ARISING

420.1 **Paragraph 415.1 Lease:** the Solicitor was in correspondence with the Landowner's Solicitor and hoped to have a finalised document for signature by next week.

420.2 **Paragraph 413.3 Risk Assessment**: the Clerk is to progress this.

420.3 **Paragraph 416.1 Twinning Association**: the VC Chair will write to the organiser to put forward the offer of housing its items in the School.

421. REGULAR FINANCIAL REPORT AND BUDGET UPDATE AS OF 25 OCTOBER 2007

421.1 Amounts paid into the bank accounts between 11 August and 25 October 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
14/09/2007	130.95	319	TVC – VC accs & bookings reimbursement
14/09/2007	43.75	319	Dr Liano – car park contribution
14/09/2007	6.00	319	Mr T Cline – newsletter advert
14/09/2007	6.00	319	Mr R Stone – newsletter advert
14/09/2007	116.24	320	Ms Carson – payment for VC damage
14/09/2007	20,816.00	BAC BHI	CDC – Parish precept 2nd payment
27/09/2007	549.31	BAC SIB	RBS – interest to 13/09/07
28/09/2007	210.06	BAC BHI	RBS – interest to 28/09/07
10/10/2007	43.75	321	Dr Mallam – car park contribution

10/10/2007	145.50	321	TVC – VC accs & bookings reimbursement
26/10/2007	77.77	322	Mr J K Simnett – horse field rent
26/10/2007	55.00	322	Mr T Cline – newsletter advert
26/10/2007	15.00	322	Mrs H Nation – newsletter advert
TOTAL	**22,215.33**		

421.2 The Committee RESOLVED that the payments made between 11 August and 25 October 2007 be approved as follows:

Payments	**£**	**Cheque No.**	**Description**
28/08/2007	757.05	1254	Mrs M Monachan – Clerk's salary & expenses, inc VC Accs & bookings
28/08/2007	160.54	1255	HM Revenue & Customs only – NICs & tax
28/08/2007	225.10	1256	RPM Reprographics – newsletter printing
28/08/2007	100.00	1257	Mr J Rudkin – Litter warden honorarium
28/08/2007			Cheque made out incorrectly for VC invoice
13/09/2007	1,000.00	1259	CDC – CW scheme contribution
13/09/2007	120.00	1260	Morpheus Garden Design – BOB outline sketch expenses
13/09/2007	231.02	1261	CDC – Uncontested PC election
13/09/2007	279.06	1262	MH Kennedy & Son Ltd – grass mowing August
13/09/2007	98.40	1263	Mrs J Sansby - BOB outline sketch expenses
13/09/2007	21.77	1264	Mrs C Baker – allotments combination lock
17/09/2007	764.01	1265	Mrs M Monachan – Clerk's salary & expenses, inc VC Accs & bookings
17/09/2007	129.38	1266	HM Revenue & Customs only – NICs & tax
17/09/2007	316.96	1267	Bradley Electrical (2004) Ltd – emergency lights & cooker
25/09/2007	100.00	1268	Mr J Rudkin – Litter warden honorarium
01/10/2007	4,837.97	D/D	Public Works Loan – 2nd payment
19/10/2007	1,000.00	1269	CDC – CW Scheme contribution
19/10/2007	45.28	1270	WSCC – street lighting maintenance
19/10/2007	284.94	1271	MH Kennedy & Son Ltd – grass mowing September
19/10/2007	798.41	1272	Ashridge Trees Ltd – BOB Hedge mix
19/10/2007	646.25	1273	Mazars – external auditor fees
19/10/2007	231.02	1274	CDC – uncontested election
19/10/2007	50.00	1275	SLCC – Local government book 7th edition
19/10/2007	660.22	1276	Mrs M Monachan – Clerk's salary & expenses, VC Accs & Bookings
19/10/2007	108.30	1277	HM Revenue & Customs only – NICs & Tax
22/10/2007	191.00	1278	CDC – Drainage – site inspection fees
22/10/2007	85.80	1279	TVC – hall rental
22/10/2007	247.46	1280	Goodwood Estate Co Ltd – BOB
22/10/2007	326.32	1281	Goodrowes of Chichester Ltd – BOB
TOTAL	**13,816.26**		

421.3 The balances of the bank accounts as of 30 October 2007 were reported as follows:

Current Account	£220.06
BHI Account	£30,860.94
SIB Account	£56,509.76
Total Balance	**£87,590.76**

421.4 The Committee noted that the original mortgage for the Village Centre has been paid off in full.

421.5 Chairman's allowance: as agreed at the last meeting there will no longer be an allowance for Committee Chairs and that the Chairman had waived his allowance during his tenure.

421.6 The Committee AGREED that, in setting the budgets for next year, it would aim to keep the precept for 2008/2009 the same as this year's.

421.7 The Clerk will prepare a six-month bank reconciliation as agreed at the previous meeting.

422. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

422.1 The Allotment Steward had produced a revised budget which had been received at the Environment Committee meeting on 22 October. A grant application had been submitted to SITA for an additional £8,900 which will be decided in January. No response has been received from the Museum regarding the Council's request for a donation towards the project. The Designer has now been appointed and his fees will be £2,500.

422.2 The Committee AGREED to hold a consultation morning on 17 November at the Village Centre for residents and allotment holders. The Committee Chair is to liase with the Allotment Steward. The feedback from the consultation will come before the Committee's next meeting.

422.3 The Committee noted members' concern regarding the picnic area and requested information on estimated annual maintenance costs for the area.

423. TO REVIEW PRINTING COSTS OF THE TANGMERE NEWSLETTER.

423.1 The PC Vice Chair declared an interest.

423.2 The Clerk had received an email from a local company which had provided a quote for the printing of the newsletter which was lower than the current price.

423.3 The Committee AGREED to review the printing costs and layout of the Newsletter.

424. TO APPROVE LANDSCAPING COSTS FOR STRIP OF LAND BETWEEN MEADOW WAY AND SPITFIRE COURT.

424.1 The Chairman informed the Committee that it should be aware that there would be costs involved with the landscaping for the project. LAT will also be involved with the project. A CDC Officer is to pay a visit to the piece of land in question to ascertain if a steel barrier will be required on Meadow Way at the proposed opening.

425. ACCOUNTS FOR 2006/2007

425.1 The Clerk informed the Committee that the external auditors had signed off the accounts for 2006/2007. Copies of the accounts were circulated to Committee members. All members of the Parish Council will receive a copy of the accounts.

425.2 The Committee AGREED to appoint Mr Rob Martin as internal auditor for next year's accounts.

426. TO DISCUSS COSTS OF PURCHASING A CONTAINER FOR THE ALLOTMENTS.

426.1 The Committee AGREED to authorise the VC Chair to purchase, on behalf of the Parish Council, a 20ft once-used container at a cost of £1,080 plus delivery.

427. TO RECEIVE A REQUEST FROM ST ANDREWS CHURCH TOWARDS THE UPKEEP OF ITS GRAVEYARD

427.1 The Committee AGREED to donate £500.00 towards the upkeep of St Andrews Church.

428. TO CONSIDER REQUEST FROM THE CLERK FOR SALARY PAYMENT VIA MONTHLY STANDING ORDER.

428.1 The Committee AGREED to pay the Clerk's basic monthly salary by standing orders. Any additional hours will be paid separately.

429. ANY OTHER MATTERS FOR INFORMATION

429.1 The Clerk had received a letter from the Environment Agency asking for any historical information on the surface water drainage systems of the Fire Depot. The Agency will be referred to the Museum which might hold archive documents.

429.2 The Meeting noted that the internal wiring of the hearing loop system did not work. Two quotes had been obtained, £1,232 and £1,626 –the latter is for the same item but contained in a secure unit. A grant application had been submitted to the County Local Committee for £1,000.

429.3 The meeting noted that the Tangmere Celebration committee wish to hold a village day on 19 July 2008 linked in with the Garden Club's annual summer show. Any net proceeds will be distributed to three groups: Cub Scout, After-School and the Garden Club itself. The Chairman will circulate a draft budget of costs. The item is to come before full council for discussion.

429.4 The Clerk informed the Committee that the insurance company might not pay for the replacement noticeboards because there was no photographic evidence to prove that the original noticeboards were unrepairable.

Date of next meeting: 18 December 2007