

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 18 DECEMBER 2007

Present: Andrew Grice (Committee Chair), Andrew Irwin (PC Chairman), George Barlow (Environment Chair) and Roger Birkett (VC Chair).

Apology: Christine Baker.

430. MINUTES OF LAST MEETING

430.1 The minutes of the meeting held on 30 October 2007 were approved and signed as a correct record by the Committee Chair.

431. MATTERS ARISING

431.1 Item 423 Newsletter Review: the Chairman is to meet with one contractor to view designs and two other companies had been contacted for designs.

431.2 Paragraph 420.1 Land Licence: the insurance company had been notified of the granting of the licence and had written to recommend that advice be sought from a NALC legal representative. The Committee noted that the Solicitor who had drawn up the licence is one of NALC's legal advisors.

431.3 Paragraph 429.4 Noticeboards : a cheque had been received from the insurance company for the claim. The bus shelter claim had also been settled minus the excess.

431.4 Item 426. Container: the VC Chair had ordered a container but the transport company did not give any notice for delivery. The container has been left by the Allotments and the VC Chair is to make it secure until it can be moved into its correct position. The Committee noted that a skip for the excess rubbish on the Allotments would be delivered on 3 January. The Committee AGREED that site should be cleared before the container is moved into position.

431.5 Paragraph 420.2 Risk Assessment: the Clerk had contacted the Internal Auditor regarding the Risk Assessment. The scope of the assessment is to be clarified.

431.6 Paragraph 421.7 Six-month bank reconciliation: the Clerk will draw up separate ones for the Parish Council accounts and the VC Centre accounts and also a consolidated one. The Chairman will review all of the reconciliations which will then come before the next Finance meeting for approval.

432. REGULAR FINANCIAL REPORT & BUDGET UPDATE AS OF 14 DECEMBER 2007

432.1 Amounts paid into the bank accounts between 26 October and 14 December 2007 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
08/11/07	43.75	323	Dr Liano – carpark contribution
08/11/07	43.75	323	Dr Mallam – carpark contribution
08/11/07	87.30	323	TVC – VC Accounts
08/11/07	43.65	323	TVC - Bookings
08/11/07	5.00	323	Tuesday Club – PLI contribution
28/11/07	106.28	324	TVC – VC Accounts inc backdated pay
28/11/07	58.44	324	TVC – Bookings inc backdated pay
28/11/07	100.00	324	Woodland Trust: BOB grant
14/12/07	281.30	325	Allianz – insurance excess from third party
14/12/07	90.00	325	Cassons – newsletter advert
TOTAL	859.47		

432.2 The Committee RESOLVED that the payments made between 26 October and 14 December 2007 be approved as follows:

Payments	£	Cheque No.	Description
30/10/07	1,000.00	1282	CDC – CW contribution
30/10/07	100.00	1283	Mr J Rudkin – Litter Warden Honorarium
30/10/07	89.61	1284	Mrs M Monachan – PC Phone bill & postage
08/11/07	500.00	1285	St Andrew’s Church – grant
08/11/07	62.81	1286	Mr P Neary – BOB: admin expenses
08/11/07	214.32	1287	Beaver Tool Hire: BOB; tool hire
08/11/07	239.77	1288	RPM – newsletter printing October
08/11/07	980.00	1289	N A Bartlett – removal of allotment garage
08/11/07	33.00	1290	RBL Poppy Appeal – 2 wreaths
16/11/07	596.44	S/O	Mrs M Monachan–monthly salary inc VC Acc & bookings
20/11/07	480.13	1291	Portsmouth Water Ltd: allotment water
20/11/07	279.06	1292	M H Kennedy & Son Ltd – grasscutting – Oct
20/11/07	100.00	1293	Mr J Rudkin – Litter Warden Honorarium
20/11/07	807.53	1294	RJCA – VC Drainage project – fess & building regs fees
20/11/07	259.77	1295	Mrs M Monachan – Salary & expenses balance
20/11/07	205.25	1296	HM Revenue & Customs – NICs & Tax
20/11/07	2,467.50	1297	M H Kennedy & Son Ltd – BOB: ground clearance
20/11/07	1,000.00	1298	Morpheus Garden Design – BOB: Stage 1 fees
20/11/07	1,000.00	1299	CDC – CW Contribution
20/11/07	352.78	1300	Parham Brothers – bus shelter repairs
20/11/07	170.45	1301	Mr P Neary: BOB; bark, sole & concrete
11/12/07	242.34	1302	BTCV: BOB; prov of training team for fence installation
11/12/07	241.48	1303	RPM – Newsletter Printing Dec/Jan
11/12/07	76.09	1304	Mr P Neary: BOB; planting certificates & printing
11/12/07	188.00	1305	Hedleys Solicitors LLP – legal services for land licence
11/12/07	100.00	1306	Mrs M Monachan – use of home as office
11/12/07	102.00	1307	SLCC – annual membership
11/12/07	14,546.50	1308	B Betchley Groundworks Contractors – VC drainage

			project
TOTAL	26,434.89		

432.3 The balances of the bank accounts as of 18 December 2007 were reported as follows:

Current Account	-£14,104.98
BHI Account	£17,675.82
SIB Account	£56,509.76
Total Balance	£60,080.60

432.4 The Committee was informed that the Current Account was overdrawn today due to the VC Drainage project cheque being presented. The Account will be brought up to £500 by the end of the day.

432.5 The Committee AGREED to move £5,000 from the Special Interest Bearing to the Business Instant Access Reserve to cover any revenue expenses.

432.6 The Committee noted that the Tangmere Celebrations 2007 monies are shown as income and expenditure rather than net.

433. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

433.1 A progress meeting was held on 11 December. Notes of the meeting will be circulated to councillors. At the beginning of December over 100 students from the College had planted 750 whips and a boundary fence is now in place. Progress reports had been passed on to the grant-funding bodies. The SITA grants were to be decided on 11 December but no information regarding whether the BOB grant application was successful has been received. No financial assistance has been forthcoming from the Museum.

434. DRAFT BUDGET FOR 2008/2009 PLUS NOTES

434.1 A budget update as of 30 November 2007 had been produced (for copy see Minute Book). The update included the Capital Budget Statement, which indicates how much is left in each of the budgets, and how much has been committed to being spent before the end of the financial year. The Committee considered the draft revenue estimates for 2008/2009 that had been produced from the update (for copy see Minute Book). Notes on the draft Budget were also circulated (for copy see Minute Book). The Draft Budget results in a standstill precept. The Committee discussed the various sections. The Committee noted that all legitimate expenses from Councillors would be reimbursed.

434.2 The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that:

- (i) The draft revenue estimates and capital statement for the financial year 2008/2009 be approved;
- (ii) The level of the precept for 2008/2009 is to be maintained at £46,500.

435. GRASSCUTTING CONTRACT FOR 2008/2009.

435.1 The Committee AGREED to continue with the current contractor due to the high standard of his work and on the basis that costs will only increase by 5%.

436. HEARING LOOP GRANT

436.1 The Committee noted that the Parish Council had been awarded a grant of £500 from CLC. Installation of the system will cost an additional £600.

436.2 The Committee AGREED to place the order for the hearing loop at a cost of £1,625 plus VAT. The Village Centre will make a donation towards the item.

436.3 The Committee APPROVED the resubmission of the CLC grant application for signage to deter litter dropping in the village.

437. TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE.

437.1 Three applications for financial assistance had been received. The Committee discussed each of the requests.

437.2 The Committee AGREED the following:

(i) To award 4Sight and the Citizens Advice Bureau £50 each.

(ii) To pay for the Twinning Associations use of the Village Centre for hosting their guests from Hermonceaux-sur-Ville and a donation towards the costs.

438. ANY OTHER MATTERS FOR INFORMATION

438.1 The meeting was informed that the banking mandates would require updating to include the Finance Chair as a signatory.

Date of next meeting: 26 February 2008