

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 26 FEBRUARY 2008

Present: Andrew Grice (Committee Chair), Andrew Irwin (PC Chairman), Christine Baker (PC Vice Chair) and Roger Birkett (VC Chair).

Apology: George Barlow ó on holiday.

439. MINUTES OF LAST MEETING

439.1 The minutes of the meeting held on 18 December 2007 were approved and signed as a correct record by the Committee Chair.

440. TO RECEIVE DESIGNS AND QUOTES FOR THE UPDATING AND PRINTING OF THE NEWSLETTER

440.1 This item was brought forward to allow the Newsletter's Editor to participate. The PC Vice Chair declared an interest and withdrew from the discussion. The Editor gave a brief outline of the process involved in preparing an edition for print.

440.2 Quotes had been requested from two companies for the redesign and printing of the newsletter (see Minute Book for copy). One quote was for the printing with a colour front page. The second was for eight hours with a designer at a cost of £45 per hour. The Committee discussed possible changes to the current format and the preparation processes.

440.3 The Committee AGREED to reimburse the Editor for any expenses incurred from the preparation of the Newsletter.

440.4 The Committee AGREED to delegate discussing the practicalities of a new newsletter format to the PC Chair, PC Vice Chair, the Editor and Co-Editor. The current printer will be asked to investigate any design ideas. A report will come before the next Committee meeting.

441. MATTERS ARISING

441.1 Paragraph 431.5 Risk Assessment: the Internal Auditor had confirmed that the risk assessment should cover any risk that has a financial implication to the Council.

442. REGULAR FINANCIAL REPORT & BUDGET UPDATE AS OF 15 FEBRUARY 2008 INCLUDING SIX-MONTH BANK RECONCILIATION'S OF ALL ACCOUNTS

442.1 Amounts paid into the bank accounts between 15 December 2007 and 15 February 2008 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
19/12/07	384.10	326	Tangmere Museum ó water contribution
19/12/07	162.44	326	Allianz ó noticeboard claim
19/12/07	242.32	326	Allianz ó bus shelter third party claim
19/12/07	89.92	327	TVC ó VC Accounts
19/12/07	59.88	327	TVC ó VC bookings
28/12/08	565.80	BAC	RBS interest to 14/12/07
31/12/08	212.64	BAC	RBS interest to 31/12/07
15/01/08	500.00	328	LAT ó litter warden initiative
15/01/08	500.00	328	CLC ó Hearing Loop grant
29/01/08	89.82	329	TVC ó VC Accounts
29/01/08	59.88	329	TVC ó VC bookings
29/01/08	405.28	329	St Andrews ó newsletter contributions
29/01/08	55.00	330	JK Quality ó newsletter advert
12/02/08	5.00	330	Garden Club ó PLI contribution
12/02/08	85.00	330	Servicemaster ó newsletter advert
12/02/08	77.77	330	J Simnett ó horse field rent
14/02/08	4,605.70	BAC	HM Revenues & Custom
TOTAL	8,100.65		

442.2 The Committee RESOLVED that the payments made between 15 December 2007 and 15 February 2008 be approved as follows:

Date	£	Cheque No.	Description
17/12/07	596.44	S/O	Mrs M Monachan ó basic salary inc VC Accs & bookings
18/12/07	107.38	1309	Mrs M Monachan ó balance of salary inc expenses, VC Accs & bookings
18/12/07	144.20	1310	HM Revenue & Customs ó NICs & tax
18/12/07	100.00	1311	Mr J Rudkin ó litter warden honorarium
10/01/08	1,000.00	1312	CDC ó CW Monthly contribution
10/01/08	76.38	1313	D Sankey Pest Control Services
10/01/08	1,498.13	1314	Container Services Solent Limited
10/01/08	14.99	1315	Mr P Neary ó container padlock
10/01/08	781.22	1316	Sita UK Ltd ó third party contribtion to BOB
10/01/08	922.00	1317	CDC ó emptying of dog/litter bins
17/01/08	596.44	S/O	Mrs M Monachan ó basic salary inc VC Accs & bookings
22/01/08	316.00	1318	P Littlejohns ó fence replacement & landscaping
22/01/08	50.00	1319	Citizens Advice Bureau
22/01/08	50.00	1320	4Sight - grant
22/01/08	106.50	1321	TVC ó hall rental
22/01/08	221.77	1322	Mrs M Monachan ó balance of salary inc expenses, VC accs & bookings
22/01/08	193.43	1323	HM Revenue & Customs ó NICs & tax
22/01/08	100.00	1324	Mr J Rudkin ó litter warden honorarium
30/01/08	241.48	1325	RPM ó newsletter printing February
30/01/08	206.80	1326	South Coast Skips Ltd ó allotment skip

12/02/08	1,000.00	1327	CDC ó CW Monthly contribution
12/02/08	14.98	1328	SALC ó electronic standing orders & chairmanship
12/02/08	79.77	1329	Mrs M Monachan ó PC quarterly phone bill
12/02/08	91.06	1330	M H Kennedy & Son Ltd ó grasscutting January
12/02/08	234.89	1331	RPM ó newsletter printing November 07
TOTAL	8,743.86		

442.3 The balances of the bank accounts as of 26 February 2008 were reported as follows:

Current Account	£500.00
BHI Account	£6,441.20
SIB Account	£56,775.56
Total Balance	£63,716.76

442.4 The Committee received the Budget Update of 15 February and noted that a virement would be required for the Clerk's Salary and Expenses budget to cover the two salary payments still due.

442.5 The Committee AGREED to move £10,000 from the Special Interest Bearing to the Business Instant Access Reserve to cover revenue expenses and the second Public Works Loan payment.

442.6 Members received copies of the six-month bank reconciliation for both the Council's and Village Centre Accounts up to 30 September 2007. The PC Chairman had reviewed the reconciliations and approved them as a correct record.

443. TO RECEIVE THE INTERIM AUDIT REPORT

443.1 The Internal Auditor had carried out an interim report. He reported that there continued to be no systematic problems with the accounts. There were some minor matters that had been resolved.

443.2 The Committee noted that Internal Auditor intends to query, as part of his annual audit, the status of the Village Centre and its Committee. The Committee will revisit the VAT issue in relation to the extension.

444. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

444.1 The former Allotment Steward had prepared a report including a revised budget (for copy see Minute Book). The Committee noted that there had been a change of materials from bark chips to stone scalplings as the chips would be too uneven for wheelchair access.

445. TO DISCUSS LANDSCAPING COSTS FOR LAND BY SPITFIRE COURT.

445.1 A budget had been drawn up for the various areas of work which was circulated to members for review (for copy see Minute Book). The Committee discussed the costs involved. It was noted that the Council's part of the project would be for the area of land covered by the licence. A quote of £370 for fencing and one for £100 for weedkilling had been received.

445.2 The Committee AGREED to set aside £2,000 from the Capital Budget to cover its commitment to landscaping the land under licence from Seaward and to proceed with the fencing and weedkilling as quoted.

446. TO CONSIDER OBTAINING A SECOND QUOTE FOR INSURANCE COVER

- 446.1** An email had been received from SALC giving details of another insurance company offering cover for town and parish councils resulting in possible savings of up to 15%
- 446.2** The Committee AUTHORISED the Clerk to investigate the cost of cover from this insurance company and report back at the next Finance meeting.

447. TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE.

- 447.1** Three applications for financial assistance had been received. The Committee discussed each of the requests. The Committee noted that the Cub Scout Group would like to expand to include a Beaver colony and possibly a Girl Guide Group and that there are no slots in the evenings during the week available in the Village Centre. As the Council wishes to support local groups, the Committee discussed the possibility of the Group using the school as a venue.
- 447.2** The Committee AGREED the following:
- (i) Cub Scout Group:** to offer to subsidise the difference between the Village Centre rent and the School's rate to allow the new groups to use the school as a venue.
 - (ii) The Twinning Association:** in principle to contributing towards the cost of hosting their guests from Hermonceaux-sur-Ville in May. A breakdown of the costs involved in the event will be brought to the next Finance meeting for consideration.
 - (iii) Sussex Air Ambulance:** not to contribute to such a large organisation but to concentrate on helping local groups.

448. TO CONSIDER PLANS FOR INSTALLATION OF WIFI AT THE VILLAGE CENTRE AND THE PURCHASE OF NEW PC LAPTOP

- 448.1** The Web Designer had produced a report detailing the steps and costs involved in installing Wifi in the Centre (for copy see Minute Book). The Committee noted that the Wifi would allow users of the Centre to access the Internet and be used in presentations. The total cost of the project would be less than £1,000 with small monthly running costs that would be covered by the Village Centre. It was suggested that there may be grant funding for the project.
- 448.2** The Committee AGREED in principle to the installation of Wifi in the Village Centre and the item will be brought before full Parish for consideration.
- 448.3** As the Parish Council laptop and software is eight years old and its operation has slowed down considerably the Committee AGREED to its replacement. Details of the laptop and software had been previously been circulated to members for consideration (for copy see Minute Book).
- 448.4** The Committee AGREED that a new Parish Council laptop and software be purchased, as quoted, from the Capital Budget and the old one cleaned and retained for use within the Centre.

449. TO DISCUSS QUOTE RECEIVED FOR REPAIRS TO DOUBLE GARAGE DOORS

- 449.1** The committee were informed that the right hand garage door had been damaged at some time and had become warped. The handle of the left hand garage door had been stolen and requires

replacement. An engineer had examined the RH door and stated that it was unrepairable. A quote had been received from the original installer (for copy see Minute Book).

449.2 The Committee AGREED that the repairs should be carried as quoted.

450. CLERK'S ANNUAL APPRAISAL

450.1 The Clerk's annual appraisal was held prior to the Committee meeting with the PC Chairman and the Committee Chair. The Clerk left the meeting to allow members to discuss their recommendations.

450.2 The Committee AGREED the following:

- (i) that the Clerk be awarded an increment of one Spinal Point as of 1 April 2008,
- (ii) hours to be increased from 12 to 15 hours per week,
- (iii) and, subject to the Council obtaining Quality Parish Status, an additional increment then being awarded.

451. ANY OTHER MATTERS FOR INFORMATION

451.1 WSCC had responded to the Parish Council's request for a meeting to discuss a development brief for Tangmere.

451.2 The Organiser of the football teams is to be contacted regarding her non-appearance at the meeting of 16 February.

Date of next meeting: 22 April 2008