

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 22 APRIL 2008

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

452. MINUTES OF LAST MEETING

452.1 The minutes of the meeting held on 26 February 2008 were approved and signed as a correct record by the Committee Chair.

453. MATTERS ARISING

453.1 (a) Paragraph 447.2 (i) Scout Group: the Scout Group is now in contact with the School regarding the use of its premises.

(b) Paragraph 449. Garage Doors: to be installed on 25 April.

(c) Paragraph 445. Spitfire Court: the Committee APPROVED the payment of £40 each to two students for the ground clearance of the site. The fencing will be carried out on 29 April. The Committee APPROVED the hire of a rotivator for the site which will be used by the two students who have been trained to use the machine. The Committee noted that once the fence is opened up planting of suitable plants should proceed as soon as possible to protect the neighbouring property.

454. REGULAR FINANCIAL REPORT, BUDGET UPDATE AND END OF YEAR SUMMARY

454.1 Amounts paid into the bank accounts between 16 February and 15 April 2008 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
06/03/08	89.82	332	TVC - VC Accounts
06/03/08	49.90	332	TVC – Bookings
25/03/08	89.82	333	TVC – VC Accounts
25/03/08	49.90	333	TVC - Bookings
25/03/08	43.75	333	Dr Liano – car park contribution
25/03/08	43.75	333	Dr Mallam – car park contribution
25/03/08	55.00	333	Mr McGregor – newsletter advert
25/03/08	85.00	333	Mr Payten – newsletter advert
28/03/08	470.68	BAC(SIB)	RBS – interest to 14 March 2008
31/03/08	63.64	BAC(BHI)	RBS – interest to 31 March 2008
09/04/08	177.81	334	St Andrews – newsletter contribution
09/04/08	55.00	334	Wendy Heath – newsletter advert

09/04/08	55.00	334	Beth Allen – newsletter advert
09/04/08	55.00	334	Ray Boniface – newsletter advert
TOTAL	1,384.27		

454.2 The Committee RESOLVED that the payments made between 16 February and 15 April 2008 be approved as follows:

Date	£	Cheque No.	Description
19/02/08	596.44	S/O	Mrs M Monachan – basic salary
26/02/08	234.89	1332	RPM – newsletter printing March edition
26/02/08	117.50	1333	Devotec Ltd – cricket square repairs
26/02/08	66.00	1334	RJ & Mrs JE Martin – interim audit
26/02/08	1,000.00	1335	CDC – CW contribution
26/02/08	121.16	1336	Mrs M Monachan – clerk’s balance of salary & expenses
26/02/08	135.33	1337	MH Revenue & Customs – NICs & tax
26/02/08	100.00	1338	Mr J Rudkin – litter warden honorarium
26/02/08	302.09	1339	Kendall Bros (Portsmouth)Ltd – BOB: scalping
13/03/08	52.76	1340	Beaver Tool Hire – BOB: tool hire
13/03/08	66.75	1341	Mr P Neary – BOB: seeds/bulbs
13/03/08	966.44	1342	Paul Cameron Landscapes – BOB: soil & cutout of paths
13/03/08	90.45	1343	Morpheus Garden Design – BOB: geotextile pegs
13/03/08	34.99	1344	Mr J Rudkin – ink cartridges
13/03/08	120.00	1345	Sussex Garage Doors Ltd: deposit new garage door
13/03/08	876.55	1346	Aztec Computers – laptop and software
13/03/08	96.12	1347	Aldingbourne Nurseries – BOB: bulb & seed mix
17/03/08	10.00	BAC	RBS – bank charges
18/03/08	88.41	1348	Mrs M Monachan – clerk’s balance of salary & expenses
18/03/08	110.75	1349	HM Revenue & Customs – NICs & Tax
18/03/08	58.75	1350	Aztec Computers Ltd – domain hosting
18/03/08	2,599.32	1351	Connevans Ltd – hearing loop system
18/03/08	100.00	1352	Mr J Rudkin – litter warden honorarium
31/03/08	50.00	1353	Tangmere Youth Club – grant
31/03/08	50.00	1354	2 nd Tangmere Scout Group – grant
31/03/08	36.94	1355	Mr G Barlow – ink cartridges
31/03/08	4,837.97	D/D	Public Works Loan – 2 nd annual payment
08/04/08	1,000.00	1356	Morpheus Garden Design – BOB: Stage 2 payment
08/04/08	574.53	1357	SALC – subscription to SALC & NALC
08/04/08	188.00	1358	MH Kennedy & Son Ltd – grasscutting
08/04/08	246.36	1359	RPM – newsletter printing April edition
08/04/08	84.19	1360	Southern Electric – street lighting
08/04/08	1,781.23	1361	Aldingbourne Nurseries – BOB:plants
08/04/08	87.60	1362	TVC – hall rental
08/04/08	87.49	1363	Mr P Neary – BOB: printing & publicity
08/04/08	70.50	1364	Aztec Computers Ltd – setting up & configuring laptop
TOTAL	11,963.63		

454.3 The balances of the bank accounts as of 22 April 2008 were reported as follows:

Current Account	£500.00
BHI Account	£25,175.18
SIB Account	£42,546.24
Total Balance	£68,121.42

454.4 The Committee received the Budget Update of 31 March and the End of Year report (see Minute Book for copies) and AGREED that all virements should be covered from the excess interest received.

454.5 The Committee AGREED to move £15,000 from the Business Instant Access Reserve to the Special Interest Bearing for the capital to benefit from the higher rate of interest.

454.6 The Committee noted that the hearing loop grant should be shown in the Capital Budget not Receipts and that one of the payments (Aldingbourne Nurseries £1,781.23 net) deducted from the Big Lottery Fund should be charged against the SITA Trust grant.

455. TO APPROVE SECTION 1 OF THE 2007/2008 ANNUAL RETURN FOR SUBMISSION TO THE INTERNAL AUDITOR

455.1 Copies of the completed Section 1 had been circulated for review to members (see Minute Book for copy).

455.2 The Committee RESOLVED to approve the signing off of the Section 1 of the 2007/2008 Annual Return.

456. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

456.1 The Environment Chair informed the committee he felt that he could not continue to fulfil his obligation of supervising the project.

456.2 The Committee AGREED that the supervision of the Battle of Britain Memorial Woodland project would revert to the Committee.

456.3 The Environment Chair is to review the Big Lottery Fund end of project report and inform the Committee of his comments.

456.4 The Project Leader had sent a report (for copy see Minute Book). The Committee AGREED that the Community Wardens should be asked to clear the glass fibre waste.

457. TO REVIEW PRINTING DESIGNS FOR THE NEWSLETTER.

457.1 No progress on this item.

458. TO CONSIDER TWO QUOTES FOR INSURANCE COVER

458.1 A competitive quote had been received a second insurance company with a further discount for a three year contract. The Committee discussed the merits of both quotes.

458.2 The Committee AUTHORISED the Clerk to contact the current insurer to ascertain if there is a possibility of a reduction in its quote.

459. TO CONSIDER THE TWINNING ASSOCIATION'S REQUEST FOR FINANCIAL ASSISTANCE.

459.1 The Association had provided a breakdown of the costs involved with hosting its guests from Hermonceaux-sur-Ville in May (for copy see Minute Book). The total cost of the event would be £930 with each member paying £15 per head. The Committee discussed the request.

459.2 The Committee AGREED to donate £300 to the Twinning Association for the Twinning event on 10 May.

460. S106 MONIES

460.1 The District Council had confirmed that £72,500 of S106 monies was available for community facilities from the Fire Depot site. The Clerk is to obtain a breakdown of the Fire Depot site S106 monies under the various sections.

461. TO SIGN OFF CLERK'S CONTRACT AND UPDATE MONTHLY SALARY STANDING ORDER.

461.1 The contract had been amended to include the previously agreed spinal increment and increase in contractual hours from 12 to 15 per week.

461.2 The Committee APPROVED payment of additional hours incurred as a result of setting budgets, producing year-end accounts and compiling information required for the interim audit.

462. ANY OTHER MATTERS FOR INFORMATION

462.1 The meeting was informed that the Tangmere roundabout had been rotivated. As the District Council has taken over the County's contract the Clerk is to contact the Council to request input as to the design of the roundabout.

Date of next meeting: tbc