

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 19 AUGUST 2008

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

463. ELECTION OF A COMMITTEE VICE CHAIR

463.1 The Committee AGREED that currently it did not deem it necessary to appoint a Committee Vice Chair.

464. MINUTES OF LAST MEETING

464.1 The minutes of the meeting held on 22 April 2008 were approved and signed as a correct record by the Committee Chair.

465. MATTERS ARISING

465.1 There were no matters arising.

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

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

Date	Amount	Deposit Slip	Name	Description
18/04/2008	£23,250.00	BAC	CDC	1st payment of Parish precept
24/04/2008	£23.98	BAC	RBS	Bank charges refund
02/05/2008	£55.00	335	Monemi	Newsletter advert
02/05/2008	£60.00	335	Miss M Tidewell	Newsletter advert
02/05/2008	£212.88	335	TVC	VC Accounts & Bookings
02/05/2008	£50.00	335	Dr Mallam	Car park contribution
02/05/2008	£77.77	335	Mr J Simnett	Horsefield rent
20/05/2008	£160.00	336	Village Day 2008	Stallholders fees
20/05/2008	£309.36	336	Allotment Holders	Allotment fees
20/05/2008	£20.00	336	St Andrews	Village Day 08 - stallholder fee
02/06/2008	£15.50	BAC	RBS	Bank charges refund
27/06/2008	£396.05	BAC	RBS	Interest to 13/06/08
30/06/2008	£63.77	BAC	RBS	Interest to 30/06/08
04/07/2008	£171.50	337	Allotment fees	Part 1

04/07/2008	£50.00	337	Dr Liano	Car park contribution
04/07/2008	£1,712.19	337	TVC	Hearing loop contribution
04/07/2008	£306.00	337	TVC	VC Accs & bookings
04/07/2008	£85.00	337	SIA Computers	Newsletter advert
04/07/2008	£65.00	337	Posh Paws	Newsletter advert
04/07/2008	£55.00	337	VC08	Stallholders fees
24/07/2008	£2,068.96	BAC	HM Customs & Excise	VAT refund
01/08/2008	£35.00	338	VC08	Stallholders fees
01/08/2008	£163.20	338	TVC	VC Accs & bookings
01/08/2008	£242.38	338	St Andrews	Newsletter contribution
01/08/2008	£1,741.34	338	VC08	Raised funds
10/08/2008	£670.00	339	CDC	Activity Wall grant
10/08/2008	£77.70	339	Mr J Simnett	Horse field Allowance
10/08/2008	£37.50	339	Mrs C Baker	Allotment fees
10/08/2008	£16.75	339	Twinning Association	VC08 - donation
10/08/2008	£50.00	339	Dr Wilson	Car park contribution
10/08/2008	£147.00	339	T. Cricket Club	Insurance contribution
TOTAL	£32,388.83			

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

Date	£	Cheque No.	Payee	Description
16/04/2008	£596.44	S/O	Mrs M Monachan	Basic monthly salary
17/04/2008	£13.98	BAC	RBS	Bank charges
22/04/2008	£52.94	1365	Mr P Neary	BOB: BLF ink cartridges
22/04/2008	£295.53	1366	Mrs M Monachan	Balance of salary & expenses
22/04/2008	£207.41	1367	HM Revenue & Customs	NICs & tax
22/04/2008	£135.00	1368	Beesknees Photography	BOB: BLF photographic services
24/04/2008	£158.00	1369	Chichester Community Transport	Contribution to Dial a Ride
24/04/2008	£40.00	1370	Mr R Minns	Spitfire Court: ground clearance
24/04/2008	£40.00	1371	Mr J Stark	Spitfire Court: ground clearance
24/04/2008	£300.00	1372	Tangmere Twinning Association	Donation for 10 May event
24/04/2008	£364.00	1373	Sussex Garage Doors Ltd	Balance for garage door
08/05/2008	£376.00	1374	Ramble Containers Ltd	BOB: skip hire
08/05/2008	£92.30	1375	Portsmouth Water Ltd	Allotment water 06/11/07-17/04/08
08/05/2008	£605.13	1376	The Sign Shop Horsham Ltd	BOB: Signs
08/05/2008	£1,000.00	1377	CDC	CW Contribution - May
08/05/2008	£100.00	1378	Mr J Rudkin	Litter Warden - April

08/05/2008	£20.00	1379	Mr R Minns	Spitfire Court - rotivating
08/05/2008	£20.00	1380	Mr J Stark	Spitfire Court - rotivating
08/05/2008	£460.00	1381	Shopwhyke Nurseries & Supplies	Spitfire Court - plants & weedkiller
08/05/2008	£74.95	1382	Mr A Irwin	Spitfire Court - rotivator hire
08/05/2008	£340.75	1383	Knight Fencing Ltd	Spitfire Court - fencing
08/05/2008	£84.78	1384	Mrs M Monachan	PC Quarterly phone bill
08/05/2008	£266.46	1385	RPM	Newsletter printing May Edition
16/05/2008	£689.51	S/O	Mrs M Monachan	Basic monthly salary inc VC Accs & Bookings
16/05/2008	£15.50	BAC	RBS	Bank charges
20/05/2008	£197.28	1386	MH Kennedy & Son Ltd	Grasscutting - April
20/05/2008	£15.00	1387	Mr J Simnett	Hearing Loop cabinet keys
20/05/2008	£123.72	1388	Mrs M Monachan	Balance of salary plus expenses
20/05/2008	£210.31	1389	HM Revenue & Customs Only	NICs & tax
20/05/2008	£750.00	1390	BTCV	BOB: BLF 3days work
05/06/2008	£100.00	1391	Mr J Rudkin	Litter warden - May
05/06/2008	£1,000.00	1392	CDC	CW Contribution
05/06/2008	£3,078.43	1393	Allianz Insurance PLC	Annual insurance premium
05/06/2008	£500.00	1394	Morpheus Garden Design	BOB: BLF Third and final payment
05/06/2008	£41.23	1395	Mrs M Monachan	Anti-climb paint & brushes
10/06/2008	£30.00	1396	CDC	Glass sweep of tennis courts
10/06/2008	£578.22	1397	MH Kennedy & Son Ltd	Grasscutting - May with weedspray
10/06/2008	£40.00	1398	Mr R Stone	Anti-climb painting of cricket net & VC guttering
10/06/2008	£100.00	1399	Mrs M Monachan	Use of home as office
16/06/2008	£689.51	S/O	Mrs M Monachan	Basic monthly salary inc VC Accs & Bookings
30/06/2008	£123.24	1400	Mrs M Monachan	Balance of salary
30/06/2008	£181.13	1401	HM Revenue & Customs Only	NICs & tax
30/06/2008	£411.25	1402	MH Kennedy & Son Ltd	Herbicide on rec field
30/06/2008	£144.00	1403	RJ & Mrs JE Martin	Internal Audit
30/06/2008	£549.90	1404	Matform Ltd	BOB: SITA; plaques
30/06/2008	£1,578.03	1405	Knight Fencing Ltd	Activity wall
30/06/2008	£1,615.63	1406	Paul Cameron Landscapes	Bob: SITA; posts & memorial stone
30/06/2008	£100.00	1407	Mr J Rudkin	Litter warden - June
10/07/2008	£515.96	1408	RPM	Newsletter printing - Jun & Jul/Aug
10/07/2008	£490.09	1409	MH Kennedy & Son Ltd	Grass cutting - June
10/07/2008	£170.45	1410	Mr P Neary	BOB; SITA;chippings

10/07/2008	£245.81	1411	Mr D Mackinnon	Shingle for VC car park
16/07/2008	£689.51	S/O	Mrs M Monachan	Basic salary inc VC accs & bookings
22/07/2008	£606.30	1412	Mrs M Monachan	Tennis nets & posts
22/07/2008	£170.00	1413	Mr P Littlejohns	VC landscaping
22/07/2008	£80.07	1414	Mrs M Monachan	Balance of salary plus expenses
22/07/2008	£183.34	1415	HM Revenue & Customs only	NICs & tax
22/07/2008	£104.91	1416	Mrs M Monachan	PC Quarterly phone bill
22/07/2008	£27.45	1417	Mr D Strotton	Mower fuel & repairs
04/08/2008	£1,000.00	1418	CDC	CW Contribution - July
04/08/2008	£100.00	1419	Mr J Rudkin	Litter Warden - July
04/08/2008	£197.43	1420	Mr R Birkett	Hose, reel & fittings
12/08/2008	£15.00	1421	Mrs M Monachan	Allotment container keys
12/08/2008	£22.48	1422	Mr J Rudkin	Ink cartridges
12/08/2008	£1,122.60	1423	Parham Brothers	Bus shelter repairs
12/08/2008	£30.82	1424	Mrs D Shawcross	VD08 - refreshments
12/08/2008	£44.06	1425	Aztec Computers	IT Support
12/08/2008	£444.06	1426	RPM	BOB: SITA; container posters
TOTAL	£24,765.90			

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

Current Account	£500.35
BHI Account	£8,813.92
SIB Account	£42,942.29
Total Balance	£52,256.56

466.4 The Committee received the amended Capital Reserves Budget Update of 31 March 2008. A copy of the Budget Update as of 15 August was circulated during the meeting.

466.5 The Committee noted a summary of the income and expenses for the Village Day (for copy see Minute Book). Once the Village Day Committee has confirmed the final details, a cheque will be raised for each of the three local groups.

467. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

467.1 A summary of the project costs to date was circulated to members (for copy see Minute Book).

467.2 The Committee AGREED that once the plaques have been received there will be a site visit to determine their installation.

467.3 The Committee RESOLVED that the Aldingbourne Trust should be awarded the contract for the maintenance and tidy up of the Woodland (a copy of the quote is contained in the Minute Book).

467.4 The Committee thanked the Committee Chair for his work in clearing part of the woodland and for watering the trees.

467.5 The Clerk informed the Committee that the Insurance Company had been contacted regarding the changes to the BOB path next to the Museum's boundary and it was satisfied with the proposed changes. The Committee noted the Museum's response.

467.6 The Committee Chair is to liaise with the Community Wardens regarding the location and displaying of the posters.

468. TO APPROVE SUBMISSION OF THE SPOT CHECK AUDIT TO THE EXTERNAL AUDITORS.

468.1 The Committee APPROVED the submission of the Spot Check Audit to the External Auditors.

469. TO CLARIFY CONTRIBUTIONS TO THE FOOTBALL WALL.

469.1 The Committee noted that in the CDC grant application for the Football Wall it stated that the Parish Council would contribute 25%, the Local Action Team 25% and CDC a grant of 50% of the project cost.

469.2 The Committee AGREED that the Local Action Team should be asked for the outstanding 25% costs for the project.

469.3 An update on the graffiti project is to be asked for from the Youth Club contact.

470. TO CONSIDER A REGULAR MAINTENANCE PROGRAMME FOR THE RECREATION FIELD EQUIPMENT.

470.1 Following the annual ROSPA inspection report a number of small repairs had been highlighted. The Clerk had contacted the CDC Parks Officer to ascertain how CDC maintains its play equipment. The Committee noted that small repairs are carried out by CDC staff and the Clerk is to enquire if this service could be made available to the Parish Council. A contractor had agreed to look at the work and quote if interested. The Clerk has also contacted the Insurance Company asking for a quote for an annual inspection of the play equipment.

470.2 The Committee AGREED that the PC Chair and another Councillor be delegated the authority to determine the type and size of a rubbish bin for the recreation field.

470.3 The Committee AGREED to purchase a laminate sign detailing the Parish Council as owner of the play equipment to be displayed on the tennis court fencing.

471. WEBSITE: EMAIL ADDRESS ADDITION

471.1 The Committee AGREED to purchase the facility to have ten email addresses attached to the domain www.tangmere-online.co.uk.

472. TO APPROVE THE LITTER WARDEN'S HONORARIUM TO BE PAID BY STANDING ORDER.

472.1 The Committee AGREED to authorise the payment of the Litter Warden's monthly honorarium by Standing Order.

473. CLERK'S JURY SERVICE SUMMONS

473.1 The Committee noted that the Clerk had received a jury service summons originally for 19 August. The date has been deferred to 24 November.

473.2 The Committee AGREED that the Clerk should be paid her basic salary for the duration of the jury service.

474. ANY OTHER MATTERS FOR INFORMATION

474.1 There were no other matters for information.

Date of next meeting: 21 October 2008