

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 21 OCTOBER 2008

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

475. MINUTES OF LAST MEETING

475.1 The minutes of the meeting held on 19 August 2008 were approved and signed as a correct record by the Committee Chair.

476. MATTERS ARISING

- 476.1** (a) **Item 469. Football Wall:** no update on additional funding received from LAT Chair.
(b) **Paragraph 466.3 Banking:** the Committee discussed the impact of the current financial turmoil on the Parish Council's finances. The Committee AGREED that the current banking arrangements are satisfactory.
(c) **Paragraph 469.3 Football Wall:** no progress from Youth Club. The Clerk is to chase it up.
(d) **Paragraph 470.2 Litter Bin:** no progress. The Committee noted that the concrete base of the bin in the adventure trail needs removed.
(e) **Paragraph 467.5 BOB Path:** the Clerk had received a letter from the insurance company seeking an update on the situation. The Clerk is to send confirmation that the step has been removed.
(f) **Paragraph 470.3 Sign:** the Clerk has found a cheaper supplier and will place the order.

477. REGULAR FINANCIAL REPORT, BUDGET UPDATE AND SIX-MONTH BANK RECONCILIATION.

477.1 Amounts paid into the bank accounts between 16 August and 17 October 2008 were noted as detailed below:

Paid In	£	Deposit Slip		Description
18/08/08	40.00	340	VD08	Raised funds
09/09/08	142.80	341	TVC	VC Accs & bookings
09/09/08	50.00	341	Dr Liano	Car park contribution
09/09/08	21.26	341	Miss Barber	Bus shelter damage
09/09/08	392.51	341	Allianz	Bus shelter claim
09/09/08	18.75	341	Ms Burton	Allotment fee
09/09/08	73.84	341	Tangmere Museum	Water contribution
19/09/08	23,250.00	BAC	CDC	Precept - 1st payment
29/09/08	376.73	BAC	RBS	Interest to 15/09/08
30/09/08	62.73	BAC	RBS	Interest to 30/09/08

07/10/08	142.80	342	TVC	VC Accs & bookings
07/10/08	55.00	342	Mr T Cline	Newsletter advert
TOTAL	24,626.42			

477.2 The Committee RESOLVED that the payments made between 16 August and 16 October 2008 be approved as follows:

Date	£	Cheque No.	Payee	Description
18/08/08	689.51	S/O	Mrs M Monachan	Basic salary inc VC Accs & bookings
19/08/08	20.00	1427	Mr D Mackinnon	VD08 - raffle licence
19/08/08	394.57	1428	MH Kennedy & Son Ltd	Grass cutting - July
19/08/08	127.10	1429	Mrs M Monachan	Balance of salary plus expenses
19/08/08	161.01	1430	HM Revenue & Customs	NICs & tax
09/09/08	100.00	1431	Mr J Rudkin	Litter Warden - August
09/09/08	102.23	1432	Playsafety Ltd	Annual ROSPA inspection
09/09/08	289.71	1433	RPM	Newsletter Printing - Sept
09/09/08	500.00	1434	St Andrews	Grant for upkeep of graveyard
09/09/08	314.90	1435	Aztec Computers LTD	IT support, domain hosting & Wi-Fi
09/09/08	1,000.00	1436	CDC	CW Contribution - August
09/09/08	50.00	1437	Littlehampton Sea Cadet Corps	VD08
09/09/08	890.35	1438	2nd Tangmere Scout Group	Third of VD08 funds
09/09/08	890.35	1439	Tangmere Youth Club	Third of VD08 funds
		1440	Cheque made out incorrectly	
09/09/08	490.09	1441	MH Kennedy & Son Ltd	Grass cutting - August
09/09/08	890.35	1442	Tangmere Primary School	Third of VD08 funds
		1443	Cheque made out incorrectly	
09/09/08	50.00	1444	P S Sturdy NTC	VD08 Chi Nautical Training Band
16/09/08	689.51	S/O	Mrs M Monachan	Basic salary inc VC accs & bookings
23/09/08	33.00	1445	RBL Poppy Appeal	Donation for two poppy wreaths
23/09/08	37.05	1446	Mr B Wood	Ink cartridges
23/09/08	112.21	1447	Aztec Computers LTD	Wi-fi tel extens plus IT Support
23/09/08	1,000.00	1448	CDC	CW contribution - Sept
23/09/08	217.92	1449	Mrs M Monachan	Balance of salary plus expenses
23/09/08	140.54	1450	HM Revenue & Customs	NICs & tax
30/09/08	100.00	S/O	Mr J Rudkin	Litter Warden - September
30/09/08	4,837.97	D/D	Public Works Loan	1st of 2 payments
10/10/08	302.32	1451	RPM	Newsletter printing - October
10/10/08	394.57	1452	MH Kennedy & Son Ltd	Grass cutting - Sept
14/10/08	115.20	1453	TVC	Hall hire quarterly invoice
TOTAL	14,940.46			

477.3 The Clerk had been unable to obtain the balances of the bank accounts as of 21 October 2008. The bank balances as of 3 October 2008 were reported as follows:

Current Account	£500.00
BHI Account	£19,963.87
SIB Account	£43,319.02
Total Balance	£63,782.89

477.4 The Committee received the Budget Update as of 17 October 2008.

477.5 Members reviewed the six-month bank reconciliation for the Parish Council bank accounts up to 30 September 2008. The Committee APPROVED the bank reconciliation as a correct record.

477.6 The Committee AGREED that the budget for 2009/10 should be drawn up at the beginning of November as the Clerk will be on jury service from 24 November. A budget for the maintenance of the Memorial Woodland will be included in it.

477.7 A letter had been received from Community Development and Wardens Manager confirming that the Parish Council's contribution towards the scheme for 2009/10 would remain unchanged at £10,000. The Committee AGREED that the Wardens Manager should be invited to the next Parish Council meeting to discuss and review service levels.

478. BATTLE OF BRITAIN MEMORIAL WOODLAND UPDATE.

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

478.2 The Committee AGREED that the Aldingbourne Trust should be asked to quote for a rolling maintenance contract of quarterly visits and to evaluate the health of the existing trees.

478.3 The Committee noted that there may be a partial refund of the third party contribution paid by the Parish Council to SITA. The Chairman and the Clerk are to complete the reimbursement form once the final invoice has been received.

479. TO RECEIVE INTERNAL AND EXTERNAL AUDITORS REPORTS

479.1 A copy of the Internal Auditor's report had been circulated to all councillors (for copy see Minute Book). The Committee reviewed the recommendations contained within the report.

479.2 The Committee noted that the Internal Auditor had stated that the funds raised from the Village Day should be reported as Section 137. The Clerk is to investigate the opportunity to receive dispensation from this inclusion due to the circumstances.

479.3 The Committee RESOLVED to include a set of "Notes to the Accounts" for the financial year 2008/09.

479.4 The Committee was informed that the external auditor had signed off the Annual Return for 2007/08 (for copy see Minute Book). A copy of the Return was circulated to each member - copies will be sent to the remaining councillors. The Committee noted that the external auditor recommended that the risk assessments for both financial and operational risks should be updated

and approved annually by the Council. A copy of a standard parish council risk assessment was passed to the PC Chairman for consideration.

479.5 The Committee **RESOLVED** that both risk assessments should be updated on an annual basis and brought before full Council for approval.

480. TO APPOINT INTERNAL AUDITOR

480.1 The Committee **AGREED** to appoint Mr Rob Martin as internal auditor for the financial year 2008/09.

481. TO REVIEW SPITFIRE COURT PROJECT AND ASSOCIATED COSTS.

481.1 The PC Chairman informed the Committee that the order for the metal fencing had been placed. Three quotes had been sought and the cheapest selected which was within the agreed budget. HydeMartlet are seeking quotes for the wooden fence between Spitfire Court and Tamar Way. A local contractor is to donate the topsoil for the main bank once the weeds have been killed. A wooden retaining wall will be required to contain the soil. The wall could also be used as a seating area.

481.2 The Committee considered the recommendation from the PC Chairman to use Community Facilities S106 monies to purchase the wall. Three quotes had been sought and the cheapest one of which was £1,800.

481.3 The Committee **AGREED** to submit details of the project to CDC for approval to use S106 monies for the purchase of the wooden retaining wall and if consent is obtained, to place the order with the cheapest supplier.

482. CDC COMMUNITY ACTION CHEST.

482.1 The Committee noted that LAT funding has been transferred to the Community Action Chest and that LATS will only be set up for specific projects. Applications for funds can be submitted from October.

483. TO CONSIDER REQUEST FOR FINANCIAL ASSISTANCE FROM CHICHESTER COMMUNITY TRANSPORT.

483.1 The Committee was informed that the Group had asked for the contribution to the Dial a Ride service to be increased from £142 to £549. The Clerk is to request a breakdown of usage within Tangmere.

484. ANY OTHER MATTERS FOR INFORMATION

484.1 There were no other matters for information.

Date of next meeting: 16 December 2008