

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 24 FEBRUARY 2009

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

Also present: John Rudkin (Newsletter Editor) and Moya Monachan (Clerk to the Council)

An apology for absence was received and accepted from George Barlow.

496. TO REVIEW NEWSLETTER ADVERTISING RATES

496.1 The Committee discussed the current rates with the Editor and also considered a request from a local developer to advertise in the Newsletter. It was suggested that a welcome pack should be produced as a number of the properties on the Fire Depot site will be occupied shortly.

496.2 The Committee RESOLVED that the advertising rates should remain unchanged for 2009/2010 to help support local businesses and that the Developer be offered the opportunity to sponsor an edition of the Newsletter which would include a full page advert and a tagline on every page at a cost of £300 and to sponsor the welcome pack.

The Editor left the meeting.

497. MINUTES OF LAST MEETING

497.1 The minutes of the meeting held on 16 December 2008 were approved and signed as a correct record by the Committee Chair subject to the date of the meeting being corrected.

498. MATTERS ARISING

498.1 There were no matters arising.

499. REGULAR FINANCIAL REPORT AND BUDGET UPDATE.

499.1 Amounts paid into the bank accounts between 13 December 2008 and 20 February 2009 were noted as detailed below:

Paid In	£	Deposit Slip	Name	Description
18/12/2008	£50.00	345	Dr Liano	Car park contribution
18/12/2008	£161.98	345	TVC	VC acces & bookings
30/12/2008	£231.55	BAC	RBS	Interest to 16/12/08
31/12/2008	£60.50	BAC	RBS	Interest to 31/12/08
21/01/2009	£1,805.00	346	CDC	S106 monies Spitfire Court wall

23/01/2009	£146.30	347	TVC	VC accs & bookings
29/01/2009	£77.77	348	Mr J Simnett	Horsefield rent
29/01/2009	£85.00	348	Servicemaster	Newsletter Advert
29/01/2009	£60.00	348	Tidswell Chiropractor	Newsletter Advert
10/02/2009	£1,965.00	349	CDC	Grant: Spitfire Court fence
10/02/2009	£1,710.00	349	CDC	Grant: curtain tracks & curtains
19/02/2009	£1,648.41	BAC	HM Customs & Revenue	VAT Refund
TOTAL	£8,001.51			

499.2 The Committee RESOLVED that the payments made between 13 December 2008 and 20 February 2009 should be approved as follows:

Date	£	Cheque No.	Payee	Description
16/12/2008	£689.51	S/O	Mrs M Monachan	Basic salary
16/12/2008	£234.55	1481	Mrs M Monachan	Balance of Clerk's salary plus expenses
16/12/2008	£219.33	1482	HM Revenue & Customs only	NICs & tax
16/12/2008	£84.00	1483	RJ&Mrs JE Martin	Interim internal audit fees
16/12/2008	£2,075.75	1484	Knight Fencing Ltd	Spitfire Court retaining wall
29/12/2008	£100.00	S/O	Mr Rudkin	Litter Warden Honorarium
08/01/2009	£163.20	1485	TVC	VC hire
08/01/2009	£1,000.00	1486	CDC	CW Scheme contribution
08/01/2009	£67.50	1487	St Andrews	Donation to VC hire costs
16/01/2009	£689.51	S/O	Mrs M Monachan	Basic salary
20/01/2009	£75.37	1488	Mrs M Monachan	Balance of Clerk's salary plus expenses
20/01/2009	£169.17	1489	HM Revenue & Customs Only	NICs & Tax
28/01/2009	£100.00	S/O	Mr Rudkin	Litter Warden Honorarium
31/01/2009	£83.22	1490	Mrs M Monachan	PC phone bill
16/02/2009	£689.51	S/O	Mrs M Monachan	Basic salary
18/02/2009	£963.37	1491	CDC	Litter & dog bin emptying
18/02/2009	£334.20	1492	RPM	Newsletter & leaflet printing
18/02/2009	£1,000.00	1493	CDC	CW Scheme contribution
18/02/2009	£107.64	1494	The Woodhorn Group Ltd	Spitfire Court: topsoil
18/02/2009	£120.30	1495	Mrs M Monachan	Balance of Clerk's salary plus expenses
18/02/2009	£197.92	1496	HM Revenue & Customs Only	NICs & tax
TOTAL	£9,164.05			

499.3 The bank balances as of 24 February were reported as follows:

Current Account	£500.00
BHI Account	£15,875.65
SIB Account	£43,550.57
Total Balance	£59,926.22

499.4 The Committee received the Budget Update as of 20 February 2009.

499.5 The meeting noted that the water bills and the resulting contributions should be included under the Allotments heading in the Capital Budget.

500. SPITFIRE COURT PROJECT UPDATE

500.1 The PC Chairman informed the Committee that the additional topsoil had been delivered and the bank planted up. The original £2,000 budget for the project has been spent. An update of expenses and receipts had been produced (see Minute Book for copy). The CAP Chair had obtained three quotes for the fencing between Spitfire Court and Tamar Way, the cheapest being £4,380. A matched funding grant application had been submitted to CDC for the fencing which had been successful. The Registered Social Landlord had contributed £500 towards the fencing and a few residents had also agreed to contribute. The PC Chair proposed that the outstanding amount be made up from S106 monies as it is a community project.

500.2 The Committee AGREED that the fence order should be placed with the preferred supplier, Knight Fencing, and to await the contribution from the residents before applying to CDC for S106 monies for the outstanding amount. In the interim the Clerk is to contact the CDC Officer to confirm that the project would fulfil the S106 criteria.

500.3 Stage 4 of the project is for the landscaping and the re-grading of the path from Spitfire Court to Meadow Way as it is currently too steep for disabled access. The Registered Social Landlord has agreed to plant six trees - two on the bank and the remainder on its own land. The CAP Chair is discussing funding with WSCC to make the path suitable for all residents. The PC Chair proposed that S106 funds could be used for the required additional funding.

501. TO CONSIDER DRAINAGE SOLUTIONS FOR THE FLOOD RISK TO THE VILLAGE CENTRE

501.1 The meeting noted that there had been two recent incidents of near flooding to the rear of the Centre. The PC Chair had met with a drainage consultant who had offered a number of solutions. The most long term solution would be to have a drain hole by the referee's door and run a pipe a couple of metres out under the recreation field to a new soakaway.

501.2 The Committee RESOLVED that three quotes should be obtained for the installation of the soakaway and that they be brought before full Council for discussion and selection.

502. TO CONFIRM GRASS CUTTING CONTRACT 2009/2010.

502.1 The Committee AGREED to continue with the current contractor due to the high standard of his work and that he had confirmed that his cost would only increase by a maximum of 5%.

503. TO DISCUSS QUOTES RECEIVED FOR RECREATION FIELD MAINTENANCE

503.1 Three quotes had been sought for the maintenance detailed in the latest ROSPA report. Three companies had provided quotes for various maintenance items. The quotes were discussed.

503.2 The Committee AGREED that the repair items in the children's play area should be carried out by Playground Services and that a new litter bin is installed by the tennis courts - subject to approval of design.

504. TO CONSIDER CONTRIBUTION TOWARDS THE AERATION OF THE FOOTBALL PITCH

504.1 Two quotes had been obtained for the aeration of the pitch, £340 and £220 (for copy see Minute Book). The Football Team had offered to contribute £120 towards the cost of the aeration.

504.2 The Committee RESOLVED to award the contract to the cheapest supplier who offered a deeper aeration and to accept the Football Team's contribution.

505. TO DISCUSS THE MATCHED FUNDING REQUIRED FOR THE CURTAIN TRACKS AND CURTAINS

505.1 The Committee noted that the matched funding grant application to CDC for the project had been successful and a grant of £1,750 had been received. The Tangmere Players had offered a contribution of £150.

505.2 The Committee AGREED that the Clerk should confirm that the quote for the whole project from the preferred supplier, Falcon Fabrics, is still valid and to pass on the confirmed order for the curtains and curtain track to the Tangmere Players to select material colour and to coordinate the supply and fitting. The Committee AGREED to accept the donation from the Players and to finance the remainder of the project from S106 monies.

506. TO APPROVE COSTS FOR INSTALLATION OF BIKE RACK AND SHELTER

506.1 The supplier had confirmed the installation costs of £700.

506.2 The Committee AGREED to place the order and fund the installation of the bike rack and the shelter from the General Reserves.

507. TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE

507.1 Requests had been received from the Samaritans and the Citizens Advice Bureau.

507.2 The Committee RESOLVED not to donate to the two charities but to support local groups.

507.3 The Committee were informed that Chichester Community Transport had provided a breakdown of the use of the Dial a Ride service in the village, as requested. The Committee noted it provides a useful service for local people and that the proposed increase in contribution had been set aside in 2009/2010 budget.

508. CLERK'S ANNUAL APPRAISAL

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

508.2 The Committee AGREED the following:

- (i) that the Clerk be awarded an increment of one Spinal Point as of 1 April 2009,
- (ii) her contractual hours remain at 15 hours per week but that a flexi-time scheme is introduced so that any additional hours may be taken in lieu during the school summer holidays. The number of hours will be reviewed at the June meeting of the Committee,
- (iii) and, subject to the Clerk obtaining the CiLCA qualification an additional increment will be awarded.

509. TO CONSIDER CLERK'S REQUEST TO ATTEND CLERK NETWORKING COURSE ON 31 MARCH

509.1 The Committee AGREED to authorise the Clerk's attendance at the course.

509.2 The Committee noted that it is good practice for Councillors to attend a training course at least once a year. The Clerk is to circulate details of courses to members.

510. ANY OTHER MATTERS FOR INFORMATION

510.1 There were no other matters for information.

Date of next meeting: 28 April 2009