

# TANGMERE PARISH COUNCIL

## Minutes of a meeting of the FINANCE COMMITTEE held on 28 APRIL 2009

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

### 516. DECLARATIONS OF INTEREST

**516.1** The PC Chair declared a personal interest in Agenda Item 10: Tangmere Cricket Club's grant application.

### 517. MINUTES OF PREVIOUS MEETINGS

**517.1** The minutes of the meetings held on 24 February and 31 March 2009 were approved and signed as a correct record by the Committee Chair.

### 518. MATTERS ARISING

**518.1 Paragraph 496.1 Welcome Pack:** the PC Vice-Chair is to progress the project. The Developer and Registered Social Landlord are to be contacted to ascertain if they are compiling their own pack to avoid duplication.

**518.2 Item 506 Bike rack & shelter:** installation began week commencing 27 April. The extra paving slabs are to be retained. The shelter is to be included in the anti-climb painting scheme. The Clerk is to order additional warning signs.

**518.3 Paragraph 512.2 Newsletter Printing Contract:** the Committee noted that the contract had been awarded to Epsicom ltd.

**518.4 Item 514 Bus Shelter Damage:** a quote had been received from the original contractor which had been broken down into parts and installation costs. The Clerk is to seek quotes for delivery of the parts and a separate quote for installation.

### 519. REGULAR FINANCIAL REPORT, END OF YEAR SUMMARY AND BANK RECONCILIATIONS.

**519.1** Amounts paid into the bank accounts between 21 February and 24 April 2009 were noted as detailed below:

Paid In	Amount	Deposit Slip	From	Description
27/02/2009	£50.00	351	Dr Wilson	Car park contribution
27/02/2009	£167.20	351	TVC	VC Accs & bookings
27/02/2009	£500.00	351	HydeMartlet	Spitfire Court: fence contrib.

10/03/2009	£50.00	352	Mrs M Jacobs	Spitfire Court: resident contri
10/03/2009	£85.00	352	Mr & Mrs McGregor	Newsletter Advert
10/03/2009	£55.00	352	Mr D Payten	Newsletter Advert
10/03/2009	£10.00	352	Woodhorn Group Ltd	Newsletter Advert
17/03/2009	£55.00	353	Wendy Heath	Newsletter Advert
17/03/2009	£50.00	353	Dr Liano	Car park contribution
17/03/2009	£182.61	353	Tangmere Museum	Water contribution
30/03/2009	£53.65	BAC	RBS	Interest to 16/03/09
31/03/2009	£4.34	BAC	RBS	Interest to 31/03/09
15/04/2009	£11.71	355	Mr & Mrs Blythe	Allotment rent
15/04/2009	£55.00	355	Mr Boniface	Newsletter advert
15/04/2009	£55.00	355	Ms B Allen	Newsletter advert
15/04/2009	£11.71	355	Mr P Bond	Allotment rent
17/04/2009	£24,500.00	BAC	CDC	1st Precept Payment
23/04/2009	£150.00	356	David Wilson Homes	Newsletter advert
23/04/2009	£23.44	356	G Hunnikin	Allotment rent
23/04/2009	£23.44	356	J Pierce	Allotment rent
23/04/2009	£23.44	356	S Clifton	Allotment rent
23/04/2009	£11.71	356	D Oliver	Allotment rent
23/04/2009	£23.44	356	D Strotton	Allotment rent
23/04/2009	£11.71	356	M Hathaway	Allotment rent
23/04/2009	£11.71	356	C Peters	Allotment rent
23/04/2009	£11.00	356	M Baldry	Allotment rent
23/04/2009	£23.44	356	J Burton	Allotment rent
23/04/2009	£23.44	356	M Cooper	Allotment rent
23/04/2009	£23.44	356	J Longhurst	Allotment rent
23/04/2009	£11.71	356	J Lang	Allotment rent
<b>TOTAL</b>	<b>£26,268.14</b>			

**519.2** The Committee RESOLVED that the payments made between 21 February and 24 April 2009 should be approved as follows:

<b>Date</b>	<b>Amount</b>	<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>
24/02/2009	£302.56	1497	RPM	Newsletter printing - March Ed
24/02/2009	£50.00	1498	4Sight	Donation
24/02/2009	£150.00	1499	SLCC-CiLCA Management	Registration fees
02/03/2009	£100.00	S/O	Mr J Rudkin	Litter Warden Honorarium
16/03/2009	£689.51	S/O	Mrs M Monachan	Basic salary
12/03/2009	£53.55	1500	Mr A Irwin	Hawthorn whips
12/03/2009	£456.49	1501	Shopwhyke Nurseries	Spitfire Court: plants
12/03/2009	£1,000.00	1502	CDC	CW scheme contribution
12/03/2009	£16.56	1503	Mr D Strotton	Mower petrol & oil
12/03/2009	£51.75	1504	SALC	Clerk's networking day

17/03/2009	£166.64	1505	Mrs M Monachan	Balance of salary plus expenses
17/03/2009	£217.41	1506	HM Revenue & Customs Only	NICs & tax
26/03/2009	£97.75	1507	The Aldingbourne Trust	BOB: maintenance
31/03/2009	£87.54	1508	CDC	Grass sweep
31/03/2009	£297.85	1509	RPM	Newsletter printing April Ed
30/03/2009	£100.00	S/O	Mr J Rudkin	Litter Warden Honorarium
31/03/2009	£4,837.97	D/D	Public Works Loans	2nd of 2 payments
14/04/2009	£676.20	1510	Playground Services Ltd	Playarea repairs
14/04/2009	£568.33	1511	MH Kennedy & Son Ltd	Grasscutting & aeration
14/04/2009	£43.00	1512	Mrs M Monachan	Ink cartridges refill
14/04/2009	£91.64	1513	Southern Electric	Street lighting
14/04/2009	£96.15	1514	Mrs M Monachan	PC Phone bill
<b>TOTAL</b>	<b>£10,150.90</b>			

**519.3** The bank balances as of 28 April were reported as follows:

Current Account	£500.00
BHI Account	£29,120.07
SIB Account	£43,604.22
<b>Total Balance</b>	<b>£73,224.29</b>

**519.4** The Committee AGREED that £20,000 should be transferred from the Business High Interest Account to the Special Interest Bearing Account to take advantage of the higher rate of interest. The Clerk is to confirm the current interest rates for the accounts.

**519.5** The Committee received and APPROVED the End of Year Summary and the Bank Reconciliation as of 31 March 2009.

**519.6** The Clerk is to seek clarification as to virements being based on the original budget or the revised estimate used for the setting the next year's budget.

**520. TO APPROVE SECTION 1 OF THE 2008/2009 ANNUAL RETURN FOR SUBMISSION TO THE INTERNAL AUDITOR**

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

**520.2** The Committee RESOLVED to approve the signing off of the Section 1 of the 2007/2008 Annual Return by the Committee Chair.

**521. TO REVIEW THE INSURANCE POLICY FOR 2009/2010**

**521.1** The renewal documents had been reviewed and compared with the previous year. The Committee noted that the sums insured had been increased by 5% but the premium had increased by 11%.

**521.2** The Committee RESOLVED that the following amendments should be made to the policy and several quotes sought on the amended policy:

- To remove the allotment garage and adventure area bin as both no longer in situ.
- Fences and gates: include Spitfire Court wooden wall and metal fencing, and Memorial Woodland's plinths and wire fence.
- To query if the basketball sports area referred to is the tarmac and if so remove.
- Clarify the number and condition of the allotment mowers.
- To request the exclusion of the memorandum amendment regarding the play equipment as it is unreasonable.
- To query level of Public Limited Insurance as previously £10million.

**522. TO DISCUSS THE VILLAGE CENTRE DRAINAGE PROJECT**

**522.1** The Clerk had met the Architect and Engineer on site. A survey to determine what services are located in the area has been commissioned.

**523. TO REVIEW WEB DOMAINS LICENSED BY THE PARISH COUNCIL**

**523.1** The Web Designer had provisionally booked a new type of domain, tangmere.tel, that would cost £35 to activate. The meeting noted that the Parish Council has currently two domain licences.

**523.2** Members are to review the Web Designer's email on the subject which contains a link to a test site.

**524. TO CONSIDER TANGMERE CRICKET CLUB'S GRANT APPLICATION**

**524.1** The Cricket Club had submitted a grant application for a contribution of £80 towards a slip catching practice cradle. The total cost of the cradle is £320.

**524.2** The Committee RESOLVED to award a grant of £80 towards the practice cradle subject to suitable accommodation being provided for the large piece of equipment.

**525. TO CONSIDER SETTING UP A DIRECT DEBIT FOR THE PARISH COUNCIL PHONE BILL**

**525.1** The Committee noted that there was an additional £4.50 fee for not paying the phone bill by Direct Debit.

**525.2** The Committee AGREED that the Clerk should set up a Direct Debit for the Parish Council phone line.

**526. TO UPDATE THE CLERK'S MONTHLY SALARY STANDING ORDER**

**526.1** The Committee AGREED that the Standing Order should be updated to reflect the Clerk's salary increase as of 1 April 2009.

**527. ANY OTHER MATTERS FOR INFORMATION**

**527.1** The meeting noted that due to a possible change in work patterns the Committee Chair may not be able to continue as Committee Chair. The change to Committee membership will be discussed at the Annual Parish Council meeting.

**527.2 Annual Parish Meeting:** Committee Chairs will submit items for inclusion in the Chairman's Annual Report.

**527.3** The Clerk suggested a review of the PC website later this year.

**527.4 Spitfire Court:** the PC Chair is to help CAP Chair to put together a business case for the regrading of the pathway.

**527.5 Car Park Lights:** the VC Chair is to organise the installation of two new sodium lights by a qualified electrician.

**527.6** A new mortice lock has been installed in the Centre's main door. The Clerk is to order 30 keys for the lock – ten for councillors and the rest for users.

**Date of next meeting: 23 June 2009**