

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 23 JUNE 2009

Present: Brian Wood (Committee Chair), Andrew Irwin (PC Chairman), Helen Punnett (PC Vice Chair), George Barlow (Environment Chair) and Roger Birkett (VC Chair).
Moya Monachan (Clerk)

528. ELECTION OF VICE-CHAIR

528.1 The committee AGREED that it was not necessary to appoint a Vice-Chair at present.

529. DECLARATIONS OF INTEREST

529.1 No declarations of interest were received.

530. MINUTES OF PREVIOUS MEETINGS

530.1 The minutes of the meetings held on 28 April 2009 were approved and signed as a correct record by the Committee Chair.

531. MATTERS ARISING

531.1 **Paragraph 521 Insurance Policy:** the Committee noted that a new insurer had been appointed for a three-year undertaken with a saving of £600 in the first year.

531.2 **Paragraph 527.4 Spitfire Court:** a business case had been provided for the upgrade of the path in Spitfire Court for a CAP application.

532. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

532.1 Amounts paid into the bank accounts between 25 April and 18 June 2009 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
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	Mrs 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
22/05/2009	£310.28	357	TVC	VC Accs & Bookings
22/05/2009	£35.13	357	Mrs S Neary	Allotment rent
22/05/2009	£23.44	357	Mrs Watson	Allotment rent
22/05/2009	£11.71	357	Mitchell	Allotment rent
22/05/2009	£23.44	357	Denly	Allotment rent
22/05/2009	£46.84	357	Mr D Berry	Allotment rent
22/05/2009	£23.44	357	Mrs Starbuck	Allotment rent
22/05/2009	£23.44	357	Mrs Tunnell	Allotment rent
22/05/2009	£11.71	357	Mrs G Shingler	Allotment rent
22/05/2009	£46.87	357	Mrs C Baker	Allotment rent
22/05/2009	£11.71	357	Broughton	Allotment rent
22/05/2009	£77.77	357	Mr J Simnett	Horse field rent
22/05/2009	£10.00	357	Garden Club	VD09
22/05/2009	£10.00	357	L Plain	VD09
22/05/2009	£15.00	357	Mr & Mrs Abel	VD09
22/05/2009	£15.00	357	Mrs Sodha	VD09
22/05/2009	£15.00	357	Southbourne Scouts	VD09
22/05/2009	£10.00	357	Friends of Chichester Hospital	VD09
22/05/2009	£10.00	357	St Richards Hospital	VD09
22/05/2009	£10.00	357	Mrs L Middleton	VD09
22/05/2009	£15.00	357	Chichester Lions Club	VD09
22/05/2009	£10.00	357	Tuesday Club	VD09
22/05/2009	£10.00	357	Tangmere WI	VD09
18/06/2009	£46.87	358	Mrs M Baker	Allotment Rent
18/06/2009	£23.44	358	Mrs J Holt	Allotment Rent
18/06/2009	£23.44	358	Mrs H Nation	Allotment Rent
18/06/2009	£50.00	358	David Wilson Homes Ltd	VD09 - stall & publicity fees
18/06/2009	£15.00	358	Mrs Laney	VD09 - stall fees
18/06/2009	£30.00	358	St Andrews	VD09 - stall fees
18/06/2009	£10.00	358	VD09	VD09 - stall fees cash
18/06/2009	£20.00	358	A Blackwell	VD09 - stall fees
18/06/2009	£15.00	358	Beer Tent Provider	VD09 - stall fees cash
18/06/2009	£85.00	358	SIA Computers	Newsletter advert
18/06/2009	£50.00	358	Dr Wilson	Car Park contribution
18/06/2009	£81.54	359	Tangmere Museum	Water contribution
TOTAL	£1,597.99			

532.2 The Committee RESOLVED that the payments made between 25 April and 18 June 2009 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
01/04/2009	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
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	Streetlighting
14/04/2009	£96.15	1514	Mrs M Monachan	PC Phone bill
16/04/2009	£689.51	S/O	Mrs M Monachan	Balance of salary
28/04/2009	£144.00	1515	TVC	VC Hire quarterly bill
28/04/2009	£253.00	1516	The Aldingbourne Trust	BOB maintenance
28/04/2009	£173.88	1517	Epsicom Ltd	Newsletter printing - May
28/04/2009	£509.00	1518	Chichester Comm Transport	Dial a Ride' Scheme
28/04/2009	£542.86	1519	SALC	Annual subscription
28/04/2009	£274.91	1520	Mrs M Monachan	Bal of salary & expenses
28/04/2009	£209.38	1521	HM Revenue & Customs	NICs & tax
28/04/2009	£431.19	1522	Glasdon UK Ltd	Litter bin
28/04/2009	£1,000.00	1523	CDC	CW Scheme contribution
01/05/2009	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
14/05/2009	£101.93	1524	Portsmouth Water Ltd	Allotment Water
14/05/2009	£1,338.59	1525	Falcon Fabrics	Curtains & track 50% deposit
14/05/2009	£44.03	1526	Mrs M Monachan	Anti-virus software - 2yr
18/05/2009	£742.50	S/O	Mrs M Monachan	Basic Salary
19/05/2009	£129.12	1527	Mrs M Monachan	Balance of salary plus expenses
19/05/2009	£199.46	1528	HM Revenue & Customs	NICs & tax
19/05/2009	£40.00	1529	Mrs M Monachan	Front door keys
19/05/2009	£403.33	1530	MH Kennedy & Son Ltd	Grasscutting – April
19/05/2009	£10.00	1531	Mr D Strotton	Allotment mower petrol
01/06/2009	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
03/06/2009	£805.00	1532	Fordingbridge Plc	Install of bike rack & shelter
03/06/2009	£5,037.00	1533	Knight Fencing Ltd	Spitfire Court Metal Fence
03/06/2009	£192.00	1534	R&JE Martin	Internal Audit fees
03/06/2009	£173.88	1535	Epsicom Ltd	Newsletter printing – June
03/06/2009	£31.45	1536	Mrs M Monachan	Anti-climb paint & signs
03/06/2009	£100.00	1536	Mrs M Monachan	Use of home as office
09/06/2009	£80.00	1537	Tangmere Cricket Club	Practice cradle grant
09/06/2009	£2,769.29	1538	Broker Network Ltd	Insurance policy premium
09/06/2009	£501.49	1539	MH Kennedy & Son Ltd	Grass cutting – May
09/06/2009	£28.75	1540	K Morgan	VC Drain Survey
09/06/2009	£116.25	1541	Mr R Birkett	Car park lights repairs
TOTAL	£18,892.12			

532.3 The bank balances as of 23 June 2009 were reported as follows:

Current Account	£446.45
BHI Account	£13,708.13
SIB Account	£43,604.45
Total Balance	£73,224.29

532.4 The Committee received the Budget Update as of 31 May 2009. The Committee was informed that there was a waiting list to place adverts in the Newsletter. The Committee Chair is to discuss the subject with the Editor. **Grants:** £509 to be deleted from the grants column as it was incorrectly input.

The Parish Council Vice-Chair joined the meeting.

532.5 The Committee APPROVED the negative balances from the following Earmarked Reserves budget headings, SITA Trust, Big Lottery Fund and Activity being vired from the Capital Reserve and that the £100 remaining from the Woodland Trust being moved to the Capital Reserves.

533. TO RECEIVE INTERNAL AUDITOR'S REPORT AND TO APPROVE THE 2008/2009 ANNUAL RETURN AND THE SET OF NOTES TO THE ACCOUNTS FOR SUBMISSION TO THE EXTERNAL AUDITOR

533.1 Internal Auditor Report: a copy of the report had been circulated to members (for copy see Minute Book). The Committee AGREED the following

Reserves: in the Set of Notes to Accounts the figure is to be clarified

Assets: a number of items were not included in the May 2008 insurance schedule submitted to the Internal Auditor as they were installed after May. The Clerk is to ensure that the Fixed Asset list and insurance schedule tally.

Annual Return: The Committee APPROVED the amendment in Box 10 of Section 1 from £133,103 to £123,517.

Employment: the Committee noted that the VC Manager is self-employed and that a summary of the P11 and P32 had been included in the documentation given to the Internal Auditor.

Financial Regulations: noted.

533.2 The Committee RESOLVED to approve the signing off of the 2008/2009 Annual Return and the Set of Notes to the Accounts by the Committee Chair subject to the working balance in the Notes being clarified.

534. TO APPROVE BANKING SIGNATORIES

534.1 The Committee APPROVED all the members of the Committee being authorised banking signatories.

535. TO REVIEW HORSE FIELD LEASES

535.1 The Committee discussed the conditions attached to the two leases. The Committee noted that Condition 2 of each lease states that the Licensee is responsible for the fencing. The Environment Committee is to review the use of the land to the north of allotments at its next meeting.

535. TO SPITFIRE COURT UPDATE

535.1 The Committee noted that £250 had been received from residents towards the metal fencing. The remedial work had been carried out and the contractor paid. As previously agreed the cost of the fence minus resident contributions will be met from S106 funds.

535.2 The Committee APPROVED the quote received from the Aldingbourne Trust for the maintenance of the Spitfire Court two banks and concrete. The PC Chair is to liaise with the Trust.

536. TANGMERE CELEBRATION UPDATE

536.2 The Clerk had notified the new Insurer of the Village Celebrations to be held on 18 July. The Committee was informed that a risk assessment of the event was required and that public liability insurance should be held by various stalls. The Clerk is to clarify with the insurer which activities require public liability cover.

537. VILLAGE CENTRE DRAINAGE PROJECT UPDATE

537.1 A drain survey of the area had been carried out and as a result the Drainage Expert proposed that, with a number of modifications, the existing soakaways could be used to solve the flooding problem. The Committee noted that the rainwater discharging off the roof of the Medical Centre does not reach the soakaways as the rainwater pipes are broken and may be contributing to the flooding problems. The Committee AGREED that the Architect should seek three quotes for the modifications and that the Medical Centre be asked to mend its guttering.

538. TO REVIEW PARISH COMMUNITY FACILITY AUDIT

538.1 The Committee AGREED that each Committee member should receive a copy of the audit and update it where applicable. The amended forms are to be returned to the Clerk to collate and submit to CDC.

539. TO DISCUSS REQUESTS RECEIVED FROM THREE USERS GROUP FOR THE TARMACING OF THE CENTRE'S CAR PARK

539.1 The Committee discussed the requests and AGREED that the tarmacing of the Centre's car park was not a good use of community Section 106 monies.

540. TO APPROVE SUBMISSION OF THE SPORT FOR ENGLAND GRANT FOR A MULTI-USE GAMES AREA

540.1 The Committee discussed the proposal to expand the tennis courts into a multi-use games area to allow all year round use of the facilities. The Committee AGREED that three quotes should be obtained for the project and that these figures be used for the Sport England grant application. The Sport England grant will provide 50% of the required project funding, with 25% from S106 monies and the remaining 25% from a CDC grant application.

540.2 The Committee APPROVED the submission of a grant application to Sport England for 50% funding towards a multi-use games area.

541. TO REVIEW REPLACEMENT ORDER FOR THE DAMAGED BUS SHELTER

541.1 The Committee noted that the Clerk had been unable to contact the company that had installed the Museum shelter.

541.2 The Committee AGREED that the original supplier should be awarded the contract for the repairs to the bus shelter on Tangmere Road subject to the company having the correct street credentials required by WSCC.

542. TO DISCUSS VILLAGE CENTRE AND CAR PARK MAINTENANCE WORKS

542.1 The Committee AGREED the following:

- the various maintenance jobs required around the Centre should be quoted for on a job basis rather than an hourly rate,
- to approve the quote of £424.35 received for the concrete grouting of the Centre's roof,
- to accept the gardening maintenance quote (for copy see Minute Book).

543. TO APPROVE QUOTE FOR RECREATION FIELD MAINTENANCE

543.1 The Committee APPROVED the quote received for stump grinding and removing dead branches from the trees on the recreation field.

544. TO CONSIDER TANGMERE SINGERS' GRANT APPLICATION

544.1 The Committee considered the grant application submitted from the Tangmere Singers and RESOLVED to award a grant of £50 to the Group.

545. WEBSITE REVAMP AND WELCOME PACK PROJECT

545.1 Website: the Committee AGREED to discuss the revamp of the website at a later date.

545.2 Welcome Pack: the former Vice Chair was to action this item. Examples of other welcome packs are to be sought.

546. ALLOTMENTS: REVIEW RENT OF ONE PLOT AND COST OF PURCHASING A ROTIVATOR

546.1 The Committee discussed the rebate request from an Allotment Holder for last year's rent. The Committee noted that the plot had been measured and was a ten-rod plot. The Committee AGREED that the Allotment Holder should be charged for two five-rod plots.

546.2 Rotivator: the Committee AGREED that a rotivator should be hired rather than bought for use on the Allotments.

546.3 Allotment Hedges: the Aldingbourne Trust is to be asked to include the hedges as part of its work schedule on the Memorial Woodland.

547. TO APPROVE CLERK'S FLEXTIME

547.1 The Committee noted that Clerk had accrued 39.5 hours of flexitime from 1 April.

547.2 The Committee AGREED that the Clerk could use the flexitime over the summer subject to basic cover being provided and that the Committee be informed when more than 30 hours are

accumulated.

548. ANY OTHER MATTERS FOR INFORMATION

548.1 There were no other matters for information.

Date of next meeting: 1 September 2009