

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 1 SEPTEMBER 2009

Present: Brian Wood (Committee Chair), Helen Punnett (PC Vice Chair) and Roger Birkett (VC Chair).
Moya Monachan (Clerk)

An apology was received and accepted from Andrew Irwin.

553. DECLARATIONS OF INTEREST

553.1 No declarations of interest were received.

554. MINUTES OF PREVIOUS MEETINGS

554.1 The minutes of the meetings held on 23 June and 11 August 2009 were approved by the Committee and signed as a true and correct record by the Committee Chair.

555. MATTERS ARISING

555.1 **Paragraph 541.1 Nettleton Road Bus Shelter:** the order has yet to be placed.

555.2 **Paragraph 544. Tangmere Singers:** the grant cheque had been returned and a request received for the grant to be made out to the Primary School as the Singers do not have a bank account and the grant will be used for the hire of the School.

555.3 **Paragraph 545.2 Welcome Pack:** the Clerk is to obtain examples of welcome packs.

555.4 **Paragraph 546.3 Allotment Hedge:** the PC Chair is liaising with the Aldingbourne Trust.

555.5 **Paragraph 552.1 Bus Shelter:** the pane is to be repaired and the youth responsible billed for £50.

556. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

556.1 Amounts paid into the bank accounts between 19 June and 10 August 2009 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
23/06/2009	£23.44	360	Mrs T Cartwright	Allotment Rent
23/06/2009	£200.00	360	Mr S Oakley	SC Fencing contribution
29/06/2009	£54.35	BAC	RBS	Interest to 15 June
30/06/2009	£2.51	BAC	RBS	Interest to 30 June
08/07/2009	£150.92	361	TVC	VC Accs & Bookings

08/07/2009	£23.44	361	Mrs J Sansby	Allotment Rent
08/07/2009	£200.00	361	HydeMarlet	VD09 contribution
08/07/2009	£55.00	361	Mrs A Coote	Newsletter Advert
08/07/2009	£50.00	361	Dr Liano	Car park contribution
22/07/2009	£420.00	362	VD09	Funds raised
23/07/2009	£1,581.45	363	VD09	Funds raised
31/07/2009	£23.44	364	Mrs Stewardson	Allotment Rent
TOTAL	£2,748.55			

556.2 The Committee RESOLVED that the payments made between 19 June and 10 August 2009 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
16/06/2009	£742.50	S/O	Mrs M Monachan	Basic Salary
23/06/2009	£25.00	1542	Mr R N Stewardson	Allotments: supply & fit hose union
23/06/2009	£1,000.00	1543	CDC	CW Scheme contribution
23/06/2009	£339.25	1544	The Aldingbourne Trust	BOB: maintenance
23/06/2009	£60.14	1545	Mrs M Monachan	Balance of salary & expenses
23/06/2009	£156.96	1546	HM Revenue & Customs	NICs & Tax
01/07/2009	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
01/07/2009	£150.00	1547	Anthony Grice	Anti-climb painting
01/07/2009	£208.38	1548	Epsicom Ltd	Newsletter & TAG Flyer Printing
01/07/2009	£500.25	1549	MH Kennedy & Son Ltd	Weed killer spraying
01/07/2009	£1,000.00	1550	CDC	CW Scheme Contribution
09/07/2009	£212.75	1551	The Aldingbourne Trust	BOB: maintenance
09/07/2009	£403.33	1552	MH Kennedy & Son Ltd	Grass cutting - June
09/07/2009	£50.00	1553	Tangmere Singers	Grant
16/07/2009	£742.50	S/O	Mrs M Monachan	Basic salary
17/07/2009	£21.02	BAC	RBS	Bank charges
21/07/2009	£69.00	1554	SALC	Training
21/07/2009	£104.00	1555	TVC	Hall rental
21/07/2009	£30.12	1556	Mr B Wood	PAP Expenses
21/07/2009	£94.41	1557	Mrs M Monachan	PC Quarterly Phone Bill
21/07/2009	£440.00	1558	S&P Tree Specialists Ltd	Rec Field maintenance
21/07/2009	£34.32	1559	Mrs M Monachan	TAG expenses
27/07/2009	£424.35	1560	Fildes Roofing Ltd	VC Roof repairs
27/07/2009	£55.06	1561	Mr B Wood	TAG expenses & keys
27/07/2009	£51.75	1562	Digley Associates	Annual playsafety inspections
27/07/2009	£28.59	1563	Mrs M Monachan	Stationery
05/08/2009	£75.20	1564	Mr D Mackinnon	VD09 Expenses
05/08/2009	£403.33	1565	MH Kennedy & Son Ltd	Grass cutting July

05/08/2009	£46.95	1566	Mrs M Monachan	Balance of salary & expenses
05/08/2009	£166.29	1567	HM Revenue & Customs	NICs & Tax
05/08/2009	£11.50	1568	SALC	Training
05/08/2009	£1,000.00	1569	CDC	CW Scheme Contribution
05/08/2009	£57.50	1570	C&G Marquees	TAG - hire of marquee
TOTAL	£8,819.45			

556.3 The bank balances as of 1 September 2009 were reported as follows:

Current Account	£385.00
BHI Account	£6,566.91
SIB Account	£43,658.57
Total Balance	£50,610.48

556.4 The Committee received the Budget Update as of 31 July 2009.

556.5 The Committee were informed that the second payment of the precept will be received on 17 September and that the first of the two Public Works Loan payments will be paid out on 30 September.

557. TO RECEIVE EXTERNAL AUDITOR'S REPORT ON THE 2008/2009 ANNUAL RETURN

557.1 The Committee was informed that the external auditor had signed off the Annual Return for 2009/10 (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 has confirmed that a Set of Notes to the Accounts is not required as the Parish Council is under the £200,000 threshold.

558. TO RE-CONFIRM BANKING SIGNATORIES

558.1 The Committee RE-CONFIRMED that all members of the Finance Committee are authorised banking signatories.

559. MULTI USE GAMES AREA PROJECT UPDATE

559.1 The Committee Chair gave a brief update of the project. The planning application for the MUGA which includes 6m high floodlights of 400watts, bringing the lighting up to British Sport Standard, has been submitted. The Committee noted that the preferred type of floodlight will contain the light within the unit and the costing of the lights has been revised from £7,000 to £16,000. The CDC Rural Play grant application has also been submitted. Sport England will make its assessment of Stage 1 applications on 14 September.

560. TO REVIEW LICENCE OF LAND TO NORTH OF THE HORSE FIELD

560.1 The Environment Committee had recommended to the Finance Committee that the licence to the

land to the north of the allotments should not to be renewed when it runs out on 31 December 2009 and that security of tenure should be offered to the tenant of the horse field. The Committee discussed the recommendation and noted that the Parish Council has a statutory duty to provide additional allotments if six or more people request them. There is currently a waiting list of seven.

560.2 The Committee RESOLVED that the licence for the land to the north of the allotments should not be renewed when it runs out on 31 December 2009 and that the leaseholder be given notice as soon as possible to allow him time to make alternative arrangements for the horses on that site. The Clerk is to write to the leaseholder.

561. TO DISCUSS RE-VAMPING OF NEWSLETTER AND WEBSITE

561.1 Newsletter: following comments arising from the TAG questionnaire and the advertisement waiting list the Committee discussed the decision to update the Newsletter. The Committee AGREED that a working party consisting of the Editors and two Parish Councillors should be set up to progress the project. Samples of other local magazines are to be sought. The Committee Chair is to liaise with the Editors.

561.2 Website: the Committee was informed that a quote for setting up a new website had been received. The Committee reviewed the quote and discussed the question of technical support and administration. The Committee AGREED that the website should be updated by the current web designer and to delegate the authority to the Committee Chair and the Clerk to liaise with the web designer on the project.

562. SPITFIRE COURT UPDATE

562.1 A copy of CAP's CDC grant application for the re-grading of the path had been circulated to members. The cost of the path is £7,500 - CAP has applied for £5,000 of funding from CDC and WSCC and the Parish Council will contribute each £1,250.

563. TO RECEIVE TANGMERE VILLAGE FETE SUMMARY

563.1 A summary of the credits and debits had been received but did not give a complete breakdown of the costs and funds raised. A more detailed breakdown is to be requested before the funds can be distributed to the three groups.

564. TO REVIEW CLERK'S HOURS

564.1 The Committee discussed the number of hours worked by the Clerk per week and reviewed the flexitime scheme. The meeting was informed that 14 hours flexi had been used over the summer period but that another 20 had been accumulated due to the volume of work. The current balance stands at 46 hours.

564.2 The Committee RESOLVED the following:

- the Clerk's hours per week be increased from 15 to 17.5 as of 1 September 2009 and her contract be updated accordingly,
- the Clerk retains 10.5 hours of flexitime to be taken in October and that the balance of 35.5 be paid in full and

- the Clerk should notify the Committee Chair if work on any project may cause her to exceed her normal working hours.

565. ANY OTHER MATTERS FOR INFORMATION

565.1 There were no other matters for information.

Date of next meeting: 20 October 2009