Draft minutes to be ratified at next meeting

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 20 OCTOBER 2009

Present: Brian Wood (Committee Chair)**,** Andrew Irwin (PC Chair) and Roger Birkett (VC Chair). Beverley Smith (Councillor), Steve Hansford (CDC Communities Team Manager) and Moya Monachan (Clerk)

Absent: Roy Anscombe

565. DECLARATIONS OF INTEREST

565 No declarations of interest were received.

566. TO RECEIVE A COMMUNITY WARDEN FUNDING PRESENTATION FROM CHICHESTER DISTRICT COUNCIL OFFICER

566.1 The Communities Team Manager (CTM) gave a brief background on the funding of the Community Warden Scheme and the Committee received the results of a recent questionnaire from residents and partners. The Committee noted that though a service review had been carried out there is shortfall forecast for 2010/2011. The CTM put three questions to the Parish Council: does the Parish Council wish to be a partner in the Community Warden Scheme; is it willing to commit to funding for three years and is it possible for the Parish Council to increase its funding due to the forecasted shortfall?

566.2 The CTM was requested to make the same presentation at the next Parish Council meeting on 12 November in the public session to allow residents the opportunity to discuss the funding. The Parish Council will then discuss and consider the funding later in the meeting.

567. MINUTES OF PREVIOUS MEETING

567.1 The minutes of the meeting held on 1 September 2009 were approved by the Committee and signed as a true and correct record by the Committee Chair.

568. MATTERS ARISING

568.1 **Paragraph 555.1Nettleton Road Bus Shelter:** the Clerk is to progress.

568.2 **Paragraph 555.5. Jerrard Road Bus Shelter:** a copy of the invoice had been sent to the PCSO to action. A copy of the email and invoice are to be forwarded to PCSO Lemm.

569. REGULAR FINANCIAL REPORT, SIX-MONTH BANK RECONICILIATION AND BUDGET UPDATE

569.1 Amounts paid into the bank accounts between 11 August and 19 October 2009 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
11/08/2009	£172.48	365	TVC	VC Accs & bookings
11/08/2009	£124.95	366	Tangmere Cricket Club	Insurance contribution
14/08/2009	£77.77	367	Mr J Simnett	Horse field licences
14/08/2009	£175.00	367	Colin's Amusements	VD09
04/09/2009	£50.00	368	Dr Liano	Car park contribution
11/09/2009	£85.00	BAC	CDC	Partial refund of planning application fee
18/09/2009	£24,500.00	BAC	CDC	Parish Precept 2nd payment
21/09/2009	£1,923.65	BAC	HMRC	VAT refund
23/09/2009	£21.02	BAC	RBS	Bank charges refund
25/09/2009	£323.40	369	TVC	VC Accs & bookings x 2
25/09/2009	£50.00	369	Dr Wilson	Car park contribution
25/09/2009	£1,665.00	369	CDC	S106 monies: Spitfire Court Fence
29/09/2009	£55.01	BAC	RBS	Interest to 30/09/09
30/09/2009	£1.46	BAC	RBS	Interest to 30/09/09
TOTAL	**£29,224.74**			

569.2 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
11/08/2009	£8.37	1571	Mr R Birkett	Overflow car park padlock & keys
11/08/2009	£250.00	1572	Mr B H Smith	VC Gardening
11/08/2009	£500.00	1573	St Andrews	Upkeep of churchyard grant
13/08/2009	£170.00	1574	CDC	Planning application fee
13/08/2009	£61.73	1575	Beaver Toolhire	Glass sweeper hire
13/08/2009	£264.50	1576	The Aldingbourne Trust	BOB maintenance
13/08/2009	£86.25	1576	The Aldingbourne Trust	Spitfire Court
17/08/2009	£742.50	S/O	Mrs M Monachan	Basic salary
01/09/2009	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
01/09/2009	£460.00	1577	Mazars	External audit fees 2008/2009
01/09/2009	£403.33	1578	MH Kennedy & Son Ltd	Grass cutting August
01/09/2009	£85.26	1579	Mrs M Monachan	Balance of Salary, Maps & expenses
01/09/2009	£177.10	1580	Espicom ltd	Newsletter Printing - Sept Ed
01/09/2009	£159.45	1581	HM Revenue & Customs	NICs & tax
01/09/2009	£50.00	1582	Tangmere Primary School	Tangmere Singer's Grant
01/09/2009	Cheque lost in post new one issued	1583	G P Smith	MUGA: grant & planning apps
16/09/2009	£742.50	S/O	Mrs M Monachan	Basic salary
22/09/2009	£190.90	1584	Bradley Electrical (2004) Ltd	Emergency batteries

22/09/2009	£1,000.00	1585	CDC	Community Warden Scheme contrib.
22/09/2009	£375.70	1586	Mrs M Monachan	Balance of Salary, Flexi time & expenses
22/09/2009	£367.13	1587	HM Revenue & Customs	NICs & tax
22/09/2009	£224.25	1588	The Aldingbourne Trust	BOB
22/09/2009	£212.75	1588	The Aldingbourne Trust	Spitfire Court
22/09/2009	£51.75	1589	SALC	Clerks Networking Day
22/09/2009	£747.50	1590	Shaw Colegate Ltd	Allotment Boundary Survey
30/09/2009	£4,837.97	D/D	Public Works Loans	Loan repayment
13/10/2009	£90.00	1591	B H Smith	VC Gardening
13/10/2009	£138.00	1592	CDC	Litter bins
13/10/2009	£180.32	1593	Espicom Ltd	Newsletter Printing - Oct Ed
13/10/2009	£11.72	1594	Mrs T Cartwright	Allotment refund
13/10/2009	£155.15	1595	Parham Brothers	Bus shelter repair
13/10/2009	£50.44	1596	WSCC	Street lighting maintenance
13/10/2009	£201.66	1597	MH Kennedy & Son Ltd	Grass cutting September
13/10/2009	£314.49	1598	G P Smith	Replacement for Chq1584
13/10/2009	£50.00	1599	Littlehampton Sea Cadets	VD donation
13/10/2009	£50.00	1600	CNTC	VD09 donation
13/10/2009	£50.00	1601	Harbour Pipe Band	VD09 donation
13/10/2009	£95.40	1602	TVC	Hall hire
13/10/2009	£973.75	1603	Tangmere Primary School	VD09 funds
13/10/2009	£973.75	1604	Tangmere Youth Club	VD09 funds
13/10/2009	£973.75	1605	2nd Tangmere Scouts	VD09 funds
13/10/2009	£97.75	1606	FW & JH Green Ltd	Allotment key fobs
13/10/2009	£43.13	1607	K Morgan	VC drainage project
TOTAL	**£16,733.25**			

569.3 The bank balances as of 20 October 2009 were reported as follows:

Current Account	£294.41
BHI Account	£23,101.73
SIB Account	£43,713.58
Total Balance	**£67,109.72**

569.4 The Committee APPROVED the transfer of £15,000 from the BHI Account to the SIB Account to benefit from the slighter higher interest rate.

569.5 The Committee received the Six-month Bank Reconciliation and Budget Update as of 30 September 2009. The Committee noted that the bank reconciliation will form part of the interim audit.

569.6 The meeting was informed that the balance of the cost of the curtain track and curtains will be reclaimed from S106 monies as previously agreed.

570. TO DISCUSS THE FUNDING FOR A LDF PLANNING CONSULTANT

570.1 The Committee had held informal discussions with three planning consultants to obtain an idea of the cost of appointing a consultant to help the Parish Council with its LDF submissions and representation at the Examination in Public. All three had stated that it would cost approximately £10,000. This would include the planning consultant's fee, commissioning a flood risk assessment and a sewerage study, plus attendance at the Examination, if required. The Committee discussed how the funds could be raised.

570.2 The Committee RECOMMENDED the following**:**
- residents are to be consulted on the proposed expenditure by being invited to a drop-in session at the Village Centre on Saturday, 7 November from 10am to noon to discuss their views with councillors - the session to be advertised on the website and a flyer insert in the Tangmere News,
- the Parish Council should discuss and consider the appointment of a planning consultant at its next meeting on Thursday, 12 November and
- if a Planning Consultant were to be appointed, the Finance Committee to be delegated with the responsibility to include the cost in the precept budgeting for 2010/2011.

571. MULTI USE GAMES AREA PROJECT UPDATE

571.1 The Committee noted that the Parish Council has exercised its 'Right to Reply' to the Sport England regarding its grant application. As planning permission for the MUGA was not obtained in time for the CDC grant review panel on 5 October the application will automatically go forward to the next panel in January.

572. TO APPOINT AN INTERNAL AUDITOR

572.1 The Committee AGREED to appoint Mr Rob Martin as internal auditor for the financial year 2009/10 subject to confirmation of fees.

573. HORSE FIELD LICENCE

5731 The Committee AGREED that the licence to occupy for the horse field be sent to the licensee for renewal and that the licensee be reminded of his obligation to retain a stock-proof boundary fence between the horse field and airfield.

574. TO REVIEW THE DENTAL PRACTICE'S CAR PARK CONTRIBUTION

574.1 As the Dental Practice has taken over the Doctor's surgery, the Committee AGREED that it should its car park contribution should increase from £50 to £100 per quarter as of 1 October 2009.

575 TO RECEIVE THE PROGRESS ON THE RE-VAMPING OF NEWSLETTER AND WEBSITE

575.1 **Newsletter:** the Committee Chair gave an update. Two meetings had been held which had looked

at various issues including the number of hours the Editors spend producing the newsletter free of charge. If the newsletter were to increase by more than one additional page the Editors would not wish to continue. A slightly revised October issue has been compiled. The meeting noted that the printing company is unable to print colour. An ideal layout has to be agreed and quotes sought on that format.

575.2 **Website:** a demo website using new software has been made available to the Clerk. This software would reduce the time spent updating the site and is more flexible with content and style. The meeting was informed that the software would cost £1,000 and there would be a monthly support and maintenance charge of £25. Members queried the level of security and the ability for blogs. The Clerk is to investigate the software further and report back.

576. TO CONSIDER PURCHASING A REMOTE SERVER BACKUP SERVICE FOR THE COUNCIL'S DOCUMENTS

576.1 The Committee AGREED to the purchase a remote server backup service for the Council's documents and emails that performs daily backups at a cost of £35 per annum.

577. TO CONFIRM BANKING SIGNATORIES

577.1 Due to the resignation of the PC Vice Chair a new mandate and signatory forms need to be completed. The banking signatures are to be approved at the next Parish Council meeting.

578. TO UPDATE CLERK'S MONTHLY SALARY STANDING ORDER

578.1 The Committee AGREED to update the Clerk's monthly salary standing order to reflect the pay increase as of 1 April 2009.

579. ANY OTHER MATTERS FOR INFORMATION

579.1 The meeting noted that a verti-draining quote had been received for the recreation field which was considered too expensive. A second quote is to be sought. The Committee Chair had not submitted a CDC grant application for the project as it was not considered appropriate to submit a second grant application whilst CDC are still considering the MUGA application.

Date of next meeting: 14 December 2009