

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 14 DECEMBER 2009

Present: Cllr Wood (Committee Chair & PC Vice Chair), Cllr Irwin (PC Chair), Cllr Anscombe (Environment Chair) and Cllr Birkett (VC Chair).
Mrs M Monachan (Clerk)

580. APOLOGIES

580.1 There were no apologies.

581. DECLARATIONS OF INTEREST

581.1 No declarations of interest were received.

582. MINUTES OF PREVIOUS MEETING

582.1 The minutes of the meeting held on 20 October 2009 were approved by the Committee and signed as a true and correct record by the Committee Chair.

583. MATTERS ARISING

583.1 **Paragraph 572.1 Internal Auditor appointment:** no reply has been received from the Internal Auditor regarding his proposed appointment. The Committee AGREED that quotes should be obtained from other Internal Auditors.

584. TO APPOINT A PLANNING CONSULTANT TO SUPPORT THE PARISH COUNCIL'S LOCAL DEVELOPMENT FRAMEWORK SUBMISSIONS.

584.1 At the extraordinary Parish Council meeting held earlier on 14 December it had been agreed to shortlist two candidates to present to all Members on 5 January. A decision will be made at the end of the presentations and confirmed at full Parish on 14 January.

585. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

585.1 Amounts paid into the bank accounts between 20 October and 8 December 2009 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
22/10/2009	£70.00	370	Mr K Arnold	Allotment rent
22/10/2009	£23.22	370	Mr A Monachan	Allotment rent & key deposits
22/10/2009	£15.00	370	Bader Arms	Newsletter Advert

22/10/2009	£55.00	370	T Cline	Newsletter Advert
22/10/2009	£8.50	370	Mr D Nuckowski	Allotment keyfob deposit
10/11/2009	£5,000.00	371	CAP	Spitfire Court path grant
10/11/2009	£10.00	371	Bader Arms	Newsletter Advert
10/11/2009	£180.08	371	TVC	VC Accs & Bookings
08/12/2009	£72.50	372	Mr J Simnett	Horse field rent
08/12/2009	£163.38	372	TVC	VC Accs & bookings
08/12/2009	£55.00	372	R West	Newsletter advert
08/12/2009	£25.00	372	P Liano	Newsletter advert
08/12/2009	£55.00	372	J Rowlands	Newsletter advert
08/12/2009	£10.00	372	Bader Arms	Newsletter advert
TOTAL	£5,742.68			

585.2 The Committee RESOLVED that the payments made between 20 October and 8 December 2009 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
20/10/2009	£20.00	1608	Mr D Strotton	Allotments: mower petrol
20/10/2009	£1,000.00	1609	CDC	CW Scheme contribution
20/10/2009	£259.20	1610	Mrs M Monachan	Balance of salary & expenses
20/10/2009	£272.71	1611	HM Revenue & Customs only	NICs & Tax
20/10/2009	£1,338.59	1612	Falcon Fabrics Ltd	Balance of curtain track & curtains
20/10/2009	£20.00	1613	CDC	VD10 lottery licence
02/11/2009	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
07/11/2009	£262.20	1614	Espicom Ltd	Newsletter printing - Nov Ed
07/11/2009	£414.00	1615	United Fire Protection Co	VC emergency batteries
07/11/2009	£103.50	1616	The Aldingbourne Trust	Spitfire Court maintenance
07/11/2009	£97.75	1616	The Aldingbourne Trust	BOB maintenance
07/11/2009	£30.00	1617	Mrs M Monachan	Remote server backup service
12/11/2009	£201.66	1618	MH Kennedy & Son Ltd	Grass cutting - October
12/11/2009	£55.28	1619	Mrs M Monachan	PC Phone bill
12/11/2009	£286.92	1620	Portsmouth Water	Allotment Water
16/11/2009	£830.10	S/O	Mrs M Monachan	Basic salary inc VC Accs & Bookings
24/11/2009	£220.78	1621	Mrs M Monachan	Balance of salary plus expenses
24/11/2009	£286.14	1622	HM Revenue & Customs only	NICs & Tax
01/12/2009	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
08/12/2009	£1,000.00	1623	CDC	CW Scheme contribution
08/12/2009	£118.00	1624	SLCC	Annual subscription

08/12/2009	£121.85	1625	Parham Brothers	Re-glazing of VC door
08/12/2009	£37.89	1626	Mrs M Monachan	Planning consultant tender notice
08/12/2009	£100.00	1626	Mrs M Monachan	Use of home as office
08/12/2009	£52.28	1626	Mrs M Monachan	New locks for the notice boards
TOTAL	£7,358.85			

585.3 The bank balances as of 3 December 2009 were reported as follows:

Current Account	£500.00
BHI Account	£3,834.59
SIB Account	£58,713.58
Total Balance	£63,048.17

585.4 The Committee APPROVED the transfer of £15,000 from the SIB Account to the BHI Account to ensure that there are sufficient funds available for running costs and expenditure.

585.5 The Committee received the Budget Update as of 30 November 2009 (see Minute Book for copy).

586. TO REVIEW DRAFT BUDGET FOR 2010/2011

586.1 The Committee considered the draft revenue estimates for 2010/2011 that had been produced from the 30 November Update. Notes on the draft Budget had also been circulated to all Members (for copy see Minute Book). The proposed increase in the precept would be £13,000. £11,000 of the increase is accounted for by the £10,000 budget for the Planning Consultant and the £1,000 increase in the Community Warden Scheme contribution. The Committee discussed the various sections and noted the number of dwellings in the village have increased as a result of the Blenheim Park development.

486.2 The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that:

- (i) The draft revenue estimates and capital statement for the financial year 2010/2011 be approved;
- (ii) The level of the precept for 2010/2011 to be increased to £62,000.

587. TO APPROVE EXPENDITURE FOR MULTI USE GAMES AREA NOISE ASSESSMENT EXPENDITURE

587.1 The meeting noted that the Parish Council had approved the waiving of Financial Contract Regulations for this expenditure at its extraordinary meeting held earlier on 14 December.

587.2 The Committee RESOLVED to approve the expenditure of £2,500 for a noise assessment for the MUGA funded from the General Reserves. The expense will eventually be reclaimed from S106 monies.

588. SPITFIRE COURT UPDATE

588.1 CAP had received a grant of £5,000 from the Community Chest towards the re-grading of the path and County Council has agreed to contribute £1,250. The Parish Council had committed £1,250 to the project. A panel of the metal fence will have to be removed to provide access whilst the path work is being carried out on 4 January and this will be paid for from any excess funds. Councillors will conduct a site visit to confirm that the new path gradient is adequate when the path is initially pegged out.

589. TO APPROVE THE PURCHASE OF NEW SOFTWARE TO UPDATE THE COUNCIL WEBSITE.

589.1 The Webmaster had given a demonstration of the new software to two members of the Committee and the Clerk who had been impressed by its formatting abilities, ease of updating and flexibility. The cost of the software is £1,000 plus a monthly maintenance fee of £25 per month. The Committee discussed the advantages of the software over the current software.

589.2 The Committee RESOLVED that the new software, 7Soft, should be purchased and the monthly maintenance fee paid. The Clerk will liaise with the Webmaster to organise the transfer of the contents from the old system to the new.

590. TO DISCUSS THE FUNDING OF A COMMUNITY KITCHEN

590.1 The PC Chairman had drawn up budget costs for the project (see Minute Book for copy) which was discussed with Members. A quote for fencing the area is to be obtained.

591. TO RECEIVE LETTER FROM THE DENTAL PRACTICE REGARDING CAR PARK CONTRIBUTION

591.1 A letter had been received from the Dental Practice stating reasons why it should not pay the Doctors Surgery contribution. The Committee discussed the letter.

591.2 The Committee RESOLVED that the Dental Practice should continue at its normal rate but the contribution would be reviewed when the Practice expands.

592. ANY OTHER MATTERS FOR INFORMATION

592.1 The Committee noted that the type of play equipment for toddlers has to be selected before a grant application can be submitted.

Date of next meeting: 23 February 2010