Draft minutes to be ratified at next meeting

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 23 FEBRUARY 2010

Present: Cllr Wood (Committee Chair & PC Vice Chair)**,** Cllr Irwin (PC Chair), Cllr Anscombe (Environment Chair) and Cllr Birkett (VC Chair).
Mr J Rudkin (Newsletter Editor) and Mrs M Monachan (Clerk)

597. APOLOGIES

597.1 There were no apologies**.**

598. DECLARATIONS OF INTEREST

598.1 No declarations of interest were received.

599. TO REVIEW THE NEWSLETTER ADVERTISEMENT RATES FOR 2010/2011 AND CONSIDER PROPSED INCREASE IN PRINT COST OF THE NEWSLETTER

599.1 The Committee discussed the current advertisement rates and noted that the rates had not been increased last year. The Committee was informed that the Church insert consistently misses its deadline which delays the circulation of the Newsletter.

599.2 The Committee APPROVED the following:

- the newsletter advertising rates should be increased to: £220 per full page, £110 per half page, £90 per third of a page and £60 per quarter page.
- the increase of 0.005 pence per page print costs
- the Church should meet the agreed deadline and if it fails to do so its insert will not be included in that edition of the Newsletter.

The Newsletter Editor left the meeting.

600. MINUTES OF PREVIOUS MEETINGS

600.1 The minutes of the meetings held on 14 December 2009 and 1 February 2010 were approved by the Committee and signed as true and correct records by the Committee Chair.

601. MATTERS ARISING

601.1 **Paragraph 595.2 Play equipment:** a grant application for £15,000 had been submitted to CDC.

602. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

602.1 Amounts paid into the bank accounts between 9 December 2009 and 12 February 2010 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
15/12/2009	£20.00	373	J Smith	Repayment for damage to Centre
15/12/2009	£50.00	373	Dr Liano	Car park contribution
30/12/009	£62.07	BAC	RBS	Interest to 16/12/2009
31/12/2009	£1.75	BAC	RBS	Interest to 31/12/2009
26/01/2010	£163.38	374	TVC	VC Accounts & bookings
26/01/2010	£20.00	374	Village Day 2010	Stall fee x 2
26/01/2010	£10.00	374	Bader Arms	Newsletter Advert
26/01/2010	£55.00	374	Monemi	Newsletter Advert
26/01/2010	£55.00	374	N M Tidswell	Newsletter Advert
TOTAL	**£437.20**			

602.2 The Committee RESOLVED that the payments made between 9 December 2009 and 12 February 2010 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
14/12/2009	£46.00	1627	SALC	Power of Wellbeing Course
14/12/2009	£103.50	1628	MH Kennedy & Son Ltd	Grasscutting November
14/12/2009	£116.40	1629	GP Smith	MUGA Planning App admin
16/12/2009	£830.10	S/O	Mrs M Monachan	Basic salary plus expenses
04/01/2010	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
05/01/2010	£357.08	1630	The Aldingbourne Trust	SC maintenance x 3
05/01/2010	£92.00	1630	The Aldingbourne Trust	BOB maintenance
05/01/2010	£1,000.00	1631	CDC	CW scheme contribution
05/01/2010	£2,501.25	1632	The English Cogger LLP	MUGA noise assessment
05/01/2010	£87.83	1633	Mrs M Monachan	Balance of salary plus expenses
05/01/2010	£217.99	1634	HM Revenue Customs & Excise	NICs & Tax
05/01/2010	£50.00	1635	SLCC - CiLCA	Re-sit fee
05/01/2010	£45.00	1636	Mr B H Smith	VC Gardening
14/01/2010	£262.20	1637	Espicom Ltd	Newsletter printing - Dec/Jan
14/01/2010	£76.59	1638	The Woodhorn Group	Spitfire Court mulch
14/01/2010	£1,175.00	1639	Seven Software Development Ltd	Website software
14/01/2010	£124.80	1640	TVC	Hall rental
18/01/2010	£830.10	S/O	Mrs M Monachan	Basic salary inc VC bookings & accounts
26/01/2010	£126.50	1641	The Aldingbourne Trust	Spitfire Court maintenance
26/01/2010	£58.40	1642	Mrs M Monachan	Balance of salary plus expenses

26/01/2010	£55.99	1642	Mrs M Monachan	PC Phone bill
26/01/2010	£213.40	1643	HM Revenue Customs & Excise	NICs & Tax
26/01/2010	£40.00	1644	B H Smith	VC - clearing of snow & ice
26/01/2010	£1,000.00	1645	CDC	CW scheme contribution
26/01/2010	£280.00	1646	S&P Tree Specialists Ltd	Removal of dead elms
01/02/2010	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
09/02/2010	£234.41	1647	Espicom Ltd	Printing of Feb Newsletter
09/02/2010	£38.79	1648	Mrs M Monachan	PC Scanner
TOTAL	£10,193.33			

602.3 The bank balances as of 23 February 2010 were reported as follows:

Current Account	£500.00
BHI Account	£11,831.01
SIB Account	£38,775.65
Total Balance	**£51,106.66**

602.4 The Committee APPROVED the transfer of £5,000 from the SIB Account to the BHI Account to ensure that there are sufficient funds available for running costs and expenditure.

602.5 The Committee received the Budget Update as of 12 February 2010 (see Minute Book for copy). **Community Kitchen:** the Committee discussed the costs involved with the project and agreed that £2,000 would be funded from allocated Revenue and the balance of £1,000 to be sourced from Capital Reserves. The Clerk is to provide a breakdown of the Capital Reserves receipts and payments for the next meeting.

603. SPITFIRE COURT UPDATE

603.1 The Committee noted that with the re-grading of the path the project was near completion. Some additional planting is planned but there are no funds available from the Parish Council budget.

603.2 The Committee APPROVED the proposal to contact the local newspaper to create publicity for the project.

604. TO APPROVE THE APPOINTMENT OF THE INTERNAL AUDITOR

604.1 The Committee RESOLVED that Mulberry & Co be appointed as internal auditor for the Parish Council's 2009/2010 accounts.

605. TO CONSIDER UPDATING OF CURRENT FINANCIAL REGULATIONS

605.1 The meeting was informed that new Standing Orders had been published and the Clerk recommended to the Committee that the Parish Council take this opportunity to also update the Financial Regulations at the same time.

605.2 The Committee RESOLVED to update its Financial Regulations in conjunction with the Standing

Orders. The Clerk is to review the Regulations and produce a draft that will be circulated with the original set of Regulations.

606. TO REVIEW QUOTES RECEIVED FOR 2010/2011 GRASS CUTTING CONTRACT AND APPOINT PREFERRED CONTRACTOR

606.1 Four contractors had been asked to tender for the grass cutting contract and three quotes had been received (see Minute Book for copies). The quotes were reviewed by the Committee.

606.2 The Committee RESOLVED to appoint the 2010/2011 grass cutting contract to M H Kennedy & Son Ltd.

607. TO CONSIDER UPGRADING THE VILLAGE CENTRE'S CCTV SYSTEM AND THE COSTS INVOLVED

607.1 The Committee Chair had contacted four companies to quote for the upgrade of the Centre's CCTV system. Only one company had supplied a quote which was discussed by the Committee (for copy see Minute Book).

607.2 The Committee AGREED to place orders for the cleaning and servicing of the cameras, and the upgrading of the recording system and the installation of a dome camera by the Centre's main entrance. The PC Chairman volunteered to supply the required LCD monitor.

608 REVIEW OF ANNUAL INSURANCE POLICY – TO INCLUDE DISCUSSION ON FIXED ASSETS LIST

608.1 The updated list of fixed assets is to be circulated to Members. The Committee noted that the insurance policy is on a three-year contract. The Clerk is to contact the insurance company to ensure that it quotes a clearance and rebuild value for the Village Centre rather than market value.

609 TO CONSIDER REMEDIAL WORK ON THE VILLAGE CENTRE CAR PARK

609.1 The Committee AGREED to repair the large rut in the Centre's car park and review the situation after the summer.

610 TO APPROVE REFURBISHMENT OF CENTRE'S SMALLER TOILETS

610.1 The Committee APPROVED the project to refurbish of the Centre's smaller toilets. The VC Committee Chair and the VC Manager have been delegated with the authority to select the preferred supplier and are seeking three quotes. The Village Centre is to make a contribution towards the refurbishment cost.

611. TO DISCUSS VILLAGE CENTRE CONTRIBUTION TOWARDS EXPENSES CURRENTLY PAID BY THE PARISH COUNCIL

611.1 The Committee discussed the Centre's current healthy financial status. The two main items which

the Parish Council incurs expense on the part of the Village Centre are the annual insurance premium and the Public Works Loan repayments.

611.2 The Committee AGREED to recommend to the Village Centre Committee that 50% of the insurance premium of £3,070 is paid from Village Centre funds.

612 TO REVIEW MEMORIAL WOODLAND AND SPITFIRE COURT MAINTENANCE CONTRACTS

612.1 The Committee reviewed the budgets for the two areas. The contractor will be asked to provide a work plan for each area up to a value of two thirds of the set budgets. The remaining third will be used for any additional work.

613 TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE

613.1 The Clerk had received a number of requests for financial assistance. The Committee discussed each request.

6131.2 The Committee AGREED to award the following grants and to place an item on the Parish Council agenda to allow other Members to put forward suggestions for the remaining £150:

- £15 to Sussex County Playing Association
- £100 to the Tangmere Twinning Association

614 TO RESPOND TO RESIDENT'S EMAIL REGARDING MUGA NOISE ASSESSMENT

614.1 A draft response to the resident's query regarding the second noise assessment was circulated to Members. Members amended and approved the draft response to be sent.

615 CLERK'S ANNUAL APPRAISAL

615.1 The Clerk's annual appraisal was held prior to the meeting with the Committee Chair and the PC Chairman. The Clerk left the meeting to allow members to discuss their recommendations**.**

615.2 The Committee AGREED the following recommendations should be brought before full Council:

- that the Clerk be awarded an increment of one Spinal Point as of 1 April 2010,
- and, subject to the Clerk obtaining the CiLCA qualification an additional increment to be awarded.

616. ANY OTHER MATTERS FOR INFORMATION

616.1 There were no other matters for information.

<u>Date of next meeting: 27 April 2010</u>