

TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 27 APRIL 2010

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)

617. APOLOGIES

617.1 There were no apologies.

618. DECLARATIONS OF INTEREST

618.1 No declarations of interest were received.

619. MINUTES OF PREVIOUS MEETINGS

619.1 The minutes of the meetings held on 23 February 2010 were approved by the Committee and signed as true and correct records by the Committee Chair.

620. MATTERS ARISING

620.1 There were no matters arising.

621. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

621.1 Amounts paid into the bank accounts between 13 February and 22 April 2010 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
25/02/2010	£15.00	375	Mrs P Gleadle	Stall fees
25/02/2010	£10.00	375	Twinning Association	Stall fees
25/02/2010	£85.00	375	Servicemaster	Newsletter advert
25/02/2010	£10.00	375	Bader Arms	Newsletter advert
25/02/2010	£72.50	375	Mr J Simnett	Horse field rent
25/02/2010	£161.20	376	TVC	VC Accs & bookings
08/03/2010	£50.00	377	Dr Liano	Car park contribution
26/03/2010	£5.00	378	Tangmere Garden Club	Insurance contribution
26/03/2010	£200.00	378	CAP	Spitfire Court contribution
26/03/2010	£250.00	378	HydeMartlet	Village Day 2010
26/03/2010	£150.00	378	John Wiley	Village Day 2010
26/03/2010	£15.00	378	J Laney	Village Day 2010

26/03/2010	£15.00	378	Mandalay Child Ltd	Village Day 2010
26/03/2010	£15.00	378	Dr & Mrs Ramage	Village Day 2010
26/03/2010	£15.00	378	Mrs Herraman-Stowers	Village Day 2010
26/03/2010	£10.00	378	Tuesday Club	Village Day 2010
26/03/2010	£8.50	378	Mr Haleswell	Allotment key fob deposit
26/03/2010	£8.50	378	Mrs Tunnell	Allotment key fob deposit
26/03/2010	£8.50	378	Mr M Baldey	Allotment key fob deposit
26/03/2010	£182.98	378	TVC	VC Accs & bookings
26/03/2010	£29.28	378	Mr D Berry	Allotment Fees
26/03/2010	£14.63	378	Mrs D Oliver	Allotment Fees
26/03/2010	£14.63	378	Mrs C Peters	Allotment Fees
26/03/2010	£10.00	379	Bader Arms	Newsletter advert
26/03/2010	£60.00	379	W Heath	Newsletter advert
26/03/2010	£60.00	379	C McGregor	Newsletter advert
26/03/2010	£90.00	379	D Payten	Newsletter advert
30/03/2010	£53.27	BAC	RBS	Interest to 16/03/10
30/03/2010	£0.05	BAC	RBS	Interest to 16/03/10
31/03/2010	£1.15	BAC	RBS	Interest to 31/03/10
31/03/2010	£14.63	380	Mrs B Broughton	Allotment Fees
31/03/2010	£14.63	380	Mr F Mitchell	Allotment Fees
31/03/2010	£14.63	380	Mrs P Watson	Allotment Fees
31/03/2010	£15.00	380	Mr M Baldry	Allotment Fees
31/03/2010	£29.26	380	Mrs S Neary	Allotment Fees
31/03/2010	£29.27	380	Mr M Hathaway	Allotment Fees
31/03/2010	£29.27	380	Mrs Halswell	Allotment Fees
31/03/2010	£29.27	380	Mr G Hunnikin	Allotment Fees
31/03/2010	£29.27	380	Mr A Monachan	Allotment Fees
31/03/2010	£8.50	380	Mr M Pitman	Key fob deposit
31/03/2010	£14.63	381	Mr B Lang	Allotment Fees
07/04/2010	£1,250.00	382	WSCC	Spitfire Court Path contrib
07/04/2010	£7.32	382	Mrs P Norman	Allotment Fees
07/04/2010	£29.27	382	Mrs C Tunnell	Allotment Fees
13/04/2010	£14.63	383	Mrs J Sansby	Allotment Fees
13/04/2010	£29.27	383	Mr M Cooper	Allotment Fees
13/04/2010	£29.27	383	Mr C S Burton	Allotment Fees
TOTAL	£3,208.31			

621.2 The Committee RESOLVED that the payments made between 13 February and 22 April 2010 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
23/02/2010	£8,584.43	1649	Oakmoore Contractors Ltd	SC path re-grade
23/02/2010	£965.00	1650	CDC	Emptying of dog/litter bins
23/02/2010	£1,000.00	1651	CDC	CW Scheme contribution
23/02/2010	£146.88	1652	Knight Fencing	SC fence panel

23/02/2010	£211.50	1653	The Aldingbourne Trust	Allotment hedge trimming
23/02/2010	£39.51	1654	Mrs M Monachan	Balance of salary plus expenses
23/02/2010	£217.27	1655	HM Revenue Customs & Excise	NICs & Tax
23/02/2010	£1,498.13	1656	KJB Contractors Ltd	Community Garden clearance
01/03/2010	£115.00	S/O	Mr Rudkin	Litter Warden Honorarium
01/03/2010	£29.34	S/O	Seven Software	Website maintenance & support
11/03/2010	£500.84	1657	Vail Williams LLP	Planning Consultant Fees
11/03/2010	£306.67	1658	Espicom Ltd	Printing of March Newsletter
11/03/2010	£17.56	1659	Mrs J Sansby	Community Garden seeds & paint
11/03/2010	£15.00	1660	Sussex County Playing Fields Assoc	Donation
11/03/2010	£100.00	1661	Tangmere Twinning Association	Donation
11/03/2010	£101.86	1662	Mr R Birkett	Repairs to car park lights
16/03/2010	£830.10	S/O	Mrs M Monachan	Basic salaries
23/03/2010	£615.70	1663	KJB Contractors Ltd	Memorial Woodland boundary fence
23/03/2010	£40.99	1664	Mrs M Monachan	Balance of salary plus expenses
23/03/2010	£193.31	1665	HM Revenue Customs & Excise	NICs & Tax
23/03/2010	£8.16	1666	Mr P Sansby	Community Garden paint
23/03/2010	£19.03	1667	Mr D Strotton	Allotment mower repairs
23/03/2010	£50.00	1668	Arun & Chichester Citizens Advice Bureau	Donation
23/03/2010	£193.88	1669	Complete Security	Servicing CCTV cameras
23/03/2010	£1,110.38	1669	Complete Security	Upgrade CCTV system
31/03/2010	£4,837.97	D/D	Public Works Loan	2 of 2 annual payments
01/04/2010	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
01/04/2010	£29.34	S/O	Seven Software	Website maintenance
07/04/2010	£156.58	1670	Mrs R Moon	Community Garden: electric fence
07/04/2010	£588.50	1671	SALC	SALC & NALC subscriptions
07/04/2010	£272.60	1672	Espicom Ltd	Newsletter printing April edition
07/04/2010	£30.00	1673	Mr M Hathaway	Allot mower maintenance
07/04/2010	£8.50	1674	Mr D Nuckowski	Refund of allotment keyfob
07/04/2010	£41.13	1675	Aztec Computers Ltd	Domain hosting
07/04/2010	£488.75	1676	Mrs M Monachan	Crockery
13/04/2010	£235.00	1677	Oakmoores Contractors Ltd	Car park repairs
13/04/2010	£334.10	1678	RJCA	VC Drainage consultant fees
13/04/2010	£91.63	1679	Southern Electric	Street lighting
13/04/2010	£2,908.12	1680	Professional Plumbing & Tiling Ltd	Toilet refurbishment
TOTAL	£27,047.76			

621.3 The bank balances as of 27 April 2010 were reported as follows and includes the first precept payment:

Current Account	£265.00
BHI Account	£34,238.47
SIB Account	£28,828.92
Total Balance	£63,332.39

621.4 The Committee received the End of Year Budget Summary. The meeting noted that the receipts were £2,000 under the original estimate and that that the Payments were approximately £2,000 under the original forecast thus cancelling each other. The following budgets were discussed:

- **Spitfire Court Project:** a summary of the Spitfire Court Project costs are to be circulated to Members.
- **Village Centre Drainage:** members noted that a third quote had now been received for the work which was higher than the other two quotes. Members discussed the expenditure on the recommended method and other alternative methods to resolve the drainage issue at the rear of the Village Centre. The Clerk is to circulate to members the correspondence on the quotes received for the original quotes for a new soakaway. The dentist is to be asked to mend the guttering of the Medical Centre as this is a major contributory factor to the flooding.
- **Allotments:** the Committee AGREED that monies from the earmarked Allotments fund to be spent on the installation of an additional water tap to the far side of the allotments for easier access for allotment holders in this area. The meeting noted that the Hayter mower could be used for the Community Garden as it was not suitable for mowing the allotments paths.
- **Dog Litter Bin:** a request had been received from the District Councillor for an additional dog bin to be installed in City Fields Way. The Committee considered the request and agreed to finance an additional dog bin in the village, however its preferred location would be on the open space on Churchwood Drive. As this is land owned by Sewards the Parish Council will ask the company to install one on this site. If it agrees to do so the Parish Council will fund the dog bin on City Fields Way.

622. TO APPROVE SECTION 1 OF THE 2009/2010 ANNUAL RETURN AND SET OF NOTES TO THE ACCOUNTS FOR SUBMISSION TO THE INTERNAL AUDITOR

622.1 The Committee received the set of notes for the 2009/2010 accounts and Section 1 of Annual Return. The Committee noted that the box for the outstanding loans could not be completed as the balance as of 31 March 2010 had not yet been received.

622.2 The Committee APPROVED the Committee Chair signing off Section 1 of the 2009/2010 Annual Return and the set of notes to the accounts subject to confirmation of the outstanding balance of the Public Works Loan.

623. TO DISCUSS FUNDING OF THE MULTI USE GAMES AREA AND TODDLERS'S PLAY AREA

623.1 Members had been made aware that the CDC grant application for the toddler play area had been unsuccessful and that the MUGA grant application had only been awarded £7,500 rather than the requested £37,500. Section 106 monies had been requested from CDC and the Parish Council is awaiting its decision. The meeting noted that CDC is reviewing its grant system at the moment and it may be possible to apply under the new system. The PC Chair had investigated alternative grant funding.

- 623.2.** The Committee AGREED to await the results of the request to CDC for Section 106 monies for the MUGA project.
- 624. FORMALISING OF LICENSE AND BUDGET FOR COMMUNITY GARDEN PROJECT.**
- 624.1** The PC Chair had drawn up a draft licence for the Community Garden Group which will be discussed at its next meeting. An additional ten key fobs have been ordered for the Group and a £8.50 deposit will be required for each fob.
- 624.2** The Committee AGREED that no further resources will be allocated to the project once the start-up expenses have been paid as it is envisaged that the group will become self-financing through subscriptions and grant aid.
- 625. REVIEW OF ANNUAL INSURANCE POLICY**
- 625.1** The Insurers had stated that the User Groups and the Community Garden would not be covered under the Parish Council's public liability insurance. The User Groups had been included under the previous insurance policy. The meeting was informed that the new insurance policy contains a 'hirer's indemnity'.
- 625.2** The Committee RESOLVED that the Insurers be asked to clarify the term 'hirer's indemnity' and to query why the User Groups and a non-commercial organisation such as Community Garden which has a licence with the Parish Council would not come under this heading. The Insurers will be notified of the Village Day.
- 626. UPDATING OF CURRENT FINANCIAL REGULATIONS**
- 626.1** The Clerk informed the Committee that it is good practice to update Standing Orders and Financial Regulations every four years and when a new council is elected. The current Standing Orders and Financial Regulations were last updated at the Council election in May 2008.
- 626.2** The Committee AGREED to recommend to full Parish that both the Standing Orders and Financial Regulations be updated in May 2012 when a new Council is elected. In the interim a copy of the new amended Standing Orders will be used for reference.
- 627. REVIEW OF PARISH COUNCIL RISK ASSESSMENT**
- 627.1** The PC Chair volunteered to review and update the Parish Council's risk assessment.
- 628 TO DISCUSS ARRANGEMENTS FOR THE PRESENTATION OF THE RICHMOND AWARD AT THE VILLAGE DAY**
- 628.1** The Committee discussed the presentation and AGREED that the Duke should present the award to the PC Chair at the opening of the Fete and that a cake be commissioned to celebrate the event. The Youth Club will be running the cafe this year and will distribute a slice of the cake to each child present.

629. TO UPDATE THE STANDING ORDER FOR THE CLERK'S SALARY

629.1 The Committee APPROVED the increase of the Standing Order for the Clerk's monthly salary as of 1 April 2010 to £874.27 to reflect the award of two spinal points.

630. ANY OTHER MATTERS FOR INFORMATION

630.1 There were no other matters for information.

Date of next meeting: 22 June 2010 tbc