

Draft minutes to be ratified at next meeting
TANGMERE PARISH COUNCIL

Minutes of a meeting of the FINANCE COMMITTEE held on 22 JUNE 2010

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

631. APOLOGIES

631.1 There were no apologies.

632. DECLARATIONS OF INTEREST

632.1 No declarations of interest were received.

633. MINUTES OF PREVIOUS MEETING

633.1 The minutes of the meeting held on 27 April 2010 were approved by the Committee and signed as true and correct record by the Committee Chair.

634. MATTERS ARISING

634.1 Paragraph 621.4 Allotment Water Tap: the Allotment Steward has obtained a quote for the additional tap.

634.2 Paragraph 626.2 Election Date: the Committee noted that the next Parish and District Elections will be held in May 2011 not 2012 as previously stated.

635. REGULAR FINANCIAL REPORT AND BUDGET UPDATE

635.1 Amounts paid into the bank accounts between 23 April and 15 June 2010 were noted as detailed below:

Paid In	Amount	Deposit Slip		Description
16/04/2010	£31,000.00	BAC	CDC	First precept payment
20/04/2010	£2,619.03	BAC	HMRC	VAT Refund
30/04/2010	£60.00	384	Mr Boniface	Newsletter Advert
30/04/2010	£11.00	384	Bader Arms	Newsletter Advert
30/04/2010	£60.00	384	Beth Allen	Newsletter Advert
30/04/2010	£29.27	384	Mrs G Longshurst	Allotment Fees
30/04/2010	£14.63	384	Mr & Mrs D Blythe	Allotment Fees
30/04/2010	£29.27	384	Mr D Strotton	Allotment Fees

30/04/2010	£29.27	384	Mr Denly	Allotment Fees
11/05/2010	£2,850.00	385	TVC	Toilet refurb & crockery contrib
11/05/2010	£211.75	385	TVC	VC Accs & Bookings
11/05/2010	£29.27	385	Mrs Stewardson	Allotment Fees
11/05/2010	£29.27	385	Mr Brooks-Kibble	Allotment Fees
11/05/2010	£29.27	385	Mrs H Nation	Allotment Fees
18/05/2010	£11.00	386	Bader Arms	Newsletter Advert
18/05/2010	£29.27	386	Mrs M Baker	Allotment Fees
18/05/2010	£10.00	386	Tangmere Flower Club	Village Day 10
18/05/2010	£10.00	386	Tangmere Primary School	Village Day 10
18/05/2010	£30.00	386	St Andrews	Village Day 10
28/05/2010	£70.00	387	Mr S Biddulph	Newsletter Advert
28/05/2010	£72.50	387	Mr J Simnett	Horsefield rent
28/05/2010	£278.51	387	TVC	VC Accs & Bookings
15/06/2010	£90.00	388	SIA Computers	Newsletter Advert
15/06/2010	£11.00	388	Bader Arns	Newsletter Advert
15/06/2010	£194.80	388	HM Revenue & Customs	PAYE overpayment & incentive payment
15/06/2010	£30.00	388	Fordingbridge	VD10 Programme Advert
15/06/2010	£50.00	388	S Buckleton	VD10 Programme Advert x 2
15/06/2010	£60.00	388	Chantry House Interiors	VD10 Programme Advert
15/06/2010	£15.00	388	Tom Cline	VD10 Programme Advert
15/06/2010	£30.00	388	Blue Riband Pools	VD10 Programme Advert
15/06/2010	£30.00	388	Southdowns Sheds	VD10 Programme Advert
15/06/2010	£10.00	388	Tangmere Garden Club	VD10 Stall Fee
15/06/2010	£10.00	388	WI	VD10 Stall Fee
TOTAL	£38,044.11			

635.2 The Committee RESOLVED that the payments made between 23 April and 15 June 2010 should be approved as follows:

Date	Amount	Cheque No.	Payee	Description
16/04/2010	£830.10	S/O	Mrs M Monachan	Basic salary plus VC Accs & /bookings
27/04/2010	£176.25	1681	G&L Transport UK Ltd	Community Garden: clearance
27/04/2010	£78.25	1682	Mr S Biddulph	Community Garden: locks & hinges
27/04/2010	£127.86	1683	N Hepworth	Community Garden: water pipe & fittings
27/04/2010	£20.01	1684	Mr D Strotton	Allotments: mower oil
27/04/2010	£128.23	1685	Mrs M Monachan	Balance of salaries & expenses
27/04/2010	£251.83	1686	HM Revenues & Customs	NICs & Tax
27/04/2010	£63.43	1687	Mrs M Monachan	PC Phone Bill
27/04/2010	£2,231.33	1688	KJB Contractors Ltd	Community Garden: gates & fencing
04/05/2010	£115.00	S/O	Mr J Rudkin	Litter Warden Honorarium
04/05/2010	£29.34	S/O	Seven Software	Website subscription
13/05/2010	£272.60	1689	Espicom Limited	Printing- May Newsletter

13/05/2010	£192.51	1690	Portsmouth Water	Allotment: water bill
13/05/2010	£30.12	1691	WSCC	Street Lighting Maintenance
13/05/2010	£509.00	1692	Chichester Community Transport	Dial-a-Ride contribution
13/05/2010	£514.65	1693	M H Kennedy & Son Ltd	Grasscutting April
13/05/2010	£8.78	1694	Mrs R Moon	Balance of electric fence
17/05/2010	£830.10	S/O	Mrs M Monachan	Basic salary plus VC Accs & /bookings
18/05/2010	£44.17	S/O	Mrs M Monachan	Salary increase
25/05/2010	£272.60	1695	Espicom Limited	Printing- June Newsletter
25/05/2010	£210.33	1696	Mulberry & Co	Internal Auditor's Fee
25/05/2010	£180.31	1697	Mrs M Monachan	Balance of salaries & expenses
25/05/2010	£322.62	1698	HM Revenue & Customs	NICs & Tax
25/05/2010	£103.75	1699	The Aldingbourne Trust	BOB: maintenance x 2
25/05/2010	£52.88	1699	The Aldingbourne Trust	Spitfire Court: maintenance x 1
25/05/2010	£31.97	1700	Mr R Birkett	VC Car park fence repairs
08/06/2010	£52.88	1701	Aztec Computers Ltd	IT Support
08/06/2010	£10.01	1702	Mr D Strotton	Allotments: mower petrol
08/06/2010	£94.00	1703	The Aldingbourne Trust	BOB maintenance
08/06/2010	£170.38	1703	The Aldingbourne Trust	Spitfire Court maintenance
08/06/2010	£413.60	1704	MH Kennedy & Son Ltd	Grasscutting May
08/06/2010	£100.00	1705	Mrs M Monachan	Payment for use of home as office
08/06/2010	£2,709.75	1706	Broker Network Ltd	Annual insurance premium
08/06/2010	£135.00	1707	B H Smith	VC fence repairs
08/06/2010	£55.06	1708	Stubbs Tickets	VD10 raffle tickets
TOTAL	£11,368.70			

635.3 The bank balances as of 22 June 2010 were reported as follows:

Current Account	-£48.60
BHI Account	£24,576.72
SIB Account	£28,828.92
Total Balance	£53,357.04

635.4 The Committee received the Budget Update as of 31 May. The PC Chair is to contact the Planning Consultant regarding the last report received. The Committee discussed a bill of £1,000 from an electrical contractor for the installation of three hand dryers and a thermostat timer. The VC Chair is to discuss the bill with the VC Manager.

635.5 After discussion the Committee APPROVED the transfer of £1,500 from the General Capital Reserves into the Parish Action Plan Initiatives budget as the majority of expenses for the Community Garden incurred at the end of the 2009/2010 financial year had been paid from the 2010/2011 budget. Transferring £1,500 to the PAP budget would allow the Council to progress other community initiatives.

635.6 The Committee noted that the refurbishment of the Dental Surgery was being carried. The Committee AGREED that the Clerk should write to the Dentist raising the following issues:

- To address the problem of the worn downspouts and guttering which is contributing to the flooding issue at the rear of the Centre and damaging the fabric of the building?
- The maintenance of the shrubbery around the Surgery.
- Request an outline of the Dentist's plans to take over the full practice.

636. TO RECEIVE INTERNAL AUDITOR'S REPORT AND TO APPROVE THE 2009/2010 ANNUAL RETURN AND SET OF NOTES TO THE ACCOUNTS FOR SUBMISSION TO THE EXTERNAL AUDITOR

636.1 The Committee received the Internal Auditor's report and discussed its content. The Committee was informed that the report incorrectly stated that the Clerk's salary spinal point 35 rather than 25.

636.2 The Committee APPROVED the Internal Auditor's report and the Committee Chair signing off Section 2 of the Annual Return to complete the submission of the Annual Return to the External Auditor.

637. FUNDING OF THE MULTI USE GAMES AREA AND TODDLERS'S PLAY AREA

637.1 The PC Chair gave an outline of the two main criteria of the Awards for All grants programme: a maximum of 25% of the cost of the project and not more than £10,000 in any two year period. Members AGREED that the four separate grant applications should be submitted for the following – MUGA flooring, MUGA floodlighting, MUGA fencing and toddler equipment. If the four grant applications are successful there will be a shortfall of £15,000 which could possibly be made up by a large discretionary grant application to CDC. The Committee noted that some funding may be obtained from Comic/Sport Relief. The Clerk is to confirm the amount of S106 monies available and to write to CDC to request the full amount of S106 leisure funds for the two projects.

638. VILLAGE CENTRE DRAINAGE PROJECT

638.1 The Clerk is to circulate all documentation on the project to date to Members.

638.2 The Committee AGREED to delegate the authority to the PC Vice Chair and VC Chair to obtain quotes for the revised project.

639. INSURANCE POLICY UPDATE

639.1 Clarification had been sought for the Hirers Indemnity cover contained in the Council's policy. The Insurers had confirmed that one-off non-commercial bookings such as weddings and parties are covered up to a maximum of £2,000,000 as are non-commercial groups identified by the Council as a 'community' group. Any group or organisation that has their own committee, bank account and who are responsible for their own decision making and Health and Safety should have their own Public Liability insurance in place

639.2 The Committee RESOLVED that the VC Chair contact the user groups to clarify each group's cover.

639.3 The Committee Chair and the PC Vice Chair are to attend the meeting with the Insurer's representative to discuss the Council's policy.

640. TO CONSIDER COST IMPLICATIONS OF 2011 ELECTIONS

640.1 CDC had notified the Council of the costs of a contested and non-contested election for 2011. The Committee will include the cost of the election as part of the precept setting process for 2010/2011.

641. TO RECEIVE PARISH COUNCIL RISK ASSESSMENT

640.1 The PC Chair had completed the Council's risk assessment which had been circulated to Members prior to the meeting for consideration.

640.2 The Committee APPROVED the risk assessment for the Parish Council.

641 TO CONSIDER SEVERAL REQUESTS FOR FINANCIAL ASSISTANCE

641.1 A number of requests for financial assistance had been received. The Committee reviewed each request and AGREED the following:

- St Andrew's Church to be given a grant of £500 towards the upkeep of the churchyard.
- Just different – to offer the use of the village centre and to contact the local school.

642. TO CONFIRM BANKING SIGNATORIES.

642.1 The Committee CONFIRMED the PC Chair, the PC Vice Chair, Finance Chair, Environment Chair and VC Chair as the authorised signatories for the Parish Council's three accounts.

643. ANY OTHER MATTERS FOR INFORMATION

643.1 The Committee Chair and PC Vice Chair are to attend the 70th anniversary celebrations for the Battle of Britain at the Museum on 8 August.

643.2 The trees blocking the 30mph sign at the entrance to the village are to be cut back.

Date of next meeting: 2 September 2010