

# TANGMERE PARISH COUNCIL

## Minutes of a meeting of the FINANCE COMMITTEE held on 13 DECEMBER 2006

**Present:** Helen Punnett (Committee Chair), Andrew Irwin (PC Chairman), Christine Baker (Vice Chair), Anne Poulter (Village Centre Chair) and Paul Sansby (Environment Chair).

**Apology:** Andrew Grice (Village Centre Vice Chair)

### 272. MINUTES OF LAST MEETING

272.1 The minutes of the meeting held on 31 October 2006 were approved and signed as a correct record by the Committee Chair.

### 273. MATTERS ARISING

273.1 (a) **Paragraph 267.2 Museum:** The Chairman will speak to the Museum Trustees' Chairman regarding the topsoil and boundary fence.

(b) **Paragraph 264.1 (d) Allotment Garage Roof:** the contractor has returned from holiday and has been asked to provide the requested documentation.

### 274. REGULAR FINANCIAL REPORT

274.1 Amounts paid into the bank accounts between 25 October and 10 December 2006 were noted as detailed below:

Paid In	£	Deposit Slip No.	Description
15/11/06	82.50	298	Mr J Simnett – horsefield rent
15/11/06	85.14	298	Tangmere Museum – water bill contribution
15/11/06	90.00	298	Cassons – newsletter advert
15/11/06	6.00	298	Bader Arms – newsletter advert
06/12/06	74.88	299	TVC – VC Accounts
06/12/06	43.75	299	Dr Liano – carpark contribution
06/12/06	332.38	299	Tangmere Museum – water bill contribution
06/12/06	5.00	299	Wendy Heath – newsletter advert
06/12/06	2.50	299	Tracey Mimms – newsletter advert
<b>TOTAL</b>	<b>721.65</b>		

274.2 The Committee RESOLVED that the payments made between 25 October and 10 December 2006 be approved as follows:

Payments	£	Cheque No.	Description
31/10/06	57.02	1144	Mrs M Monahan – PC phone bill
09/11/06	225.71	1145	RPM – newsletter printing Nov Edition
09/11/06	182.13	1146	M H Kennedy & Son – grasscutting

09/11/06	33.00	1147	RBL Poppy Appeal – poppy wreaths
09/11/06	150.86	1148	Parham Brothers – bus shelter glass repairs
09/11/06	42.35	1149	Mrs M Monachan – anti-virus software
21/11/06	415.48	1150	Portsmouth Water – allotment water bill
21/11/06	702.87	1151	Mrs M Monachan – Clerk’s salary & expenses
21/11/06	116.06	1152	HM Customs & Revenues – NICs & Taxes
21/11/06	157.86	1153	Mr A Grice – fence repairs & shingle
21/11/06	171.83	1154	Parham Brothers – fire door glass repair
<b>TOTAL</b>	<b>2,255.17</b>		

**274.3** The balances of the bank accounts as of 13 December 2006 were reported as follows:

Current Account	£500.00
BHI	£12,747.42
SIB Account	£59,497.33
<b>Total Balance</b>	<b>£72,744.75</b>

**274.4** The Village Centre Chair raised the issue of why the full amount of the water bill is shown as 80% of the bill is recouped from the Museum. The Committee noted that the full amount was shown for accounting purposes.

**274.5** The Committee was informed that the Village Centre Vice Chair had carried out the repairs to the fence although the order had been placed with a contractor and the wood ordered. The additional wood will be stored in the double garage and used for future repairs.

## **275. DRAFT BUDGET FOR 2007/2008**

**275.1** A budget update as of 30 November 2006 had been produced (for copy see Minute Book). The update included the Capital Budget Statement, which indicates how much is left in each of the budgets, and how much has been committed to being spent before the end of the financial year. The Committee considered the draft revenue estimates for 2007/2008 that had been produced from the update (for copy see Minute Book). Notes on the draft Budget were also circulated (for copy see Minute Book)

**275.2** The following budgets were also discussed:

**Newsletter:** the revised budget was lower than the original one due to the change of contractor.

**VC Manager & Bookings Officer’s Salaries:** The Village Centre requested that that the Parish Council contributes up to 50% of the salaries after 1 April 2007 as the Village Centre finances could be altered dramatically if any of the major user groups were to cancel it’s bookings. The Committee AGREED to monitor the hours required for the two positions and if required contribute from the contingency fund.

**Community Wardens Funding:** 79 questionnaires had been returned. Of those, 90% agreed to an additional £10 per household per year as part of the precept to help fund the CWS. The committee was informed that Oving Parish Council has set aside £5,000 for CW funding and that Boxgrove had only budgeted for £1,500 for the project. The Clerk is to invite the District Officer responsible for the CWs to attend the next Parish Council meeting to address councillors concerns about the possible shortfall arising from Boxgrove’s lack of contribution.

**Allotments:** in last year’s budget it had been agreed not to raise the rent for the allotments but to

increase it in 2007/2008. However, it was recommended to the Committee that rents should remain unchanged this year until all of the improvements have been carried out. The rents should then increase at 25% per year for the following four years. Two councillors declared an interest. The Vice Chair is to confirm the price per rod. The Allotment Steward had written to inform the Committee that the two mowers require servicing at a cost of £300, however, a new mower would cost £400. The Committee discussed the request and AGREED that the Allotment Steward be permitted to purchase a new mower at a cost of £400 on the understanding that it will replace the two current mowers.

**Capital Transfers:** There are no transfers to capital to keep the precept down.

**Capital Budget:** Provision has been made for the installation of a hearing aid loop in the Main Hall. The Village Centre Chair informed the Committee that she had given roving microphones and an amplifier to John Simnett for use in the Centre. The Chairman is to speak to John Simnett. £1,000 had been allocated to bus shelter repairs. As the number of panes of glass being broken has escalated it was recommended that plastic rather than glass should be used as replacements as it is cheaper to install. WSCC is to be asked if cement bollards could be placed by the two metal supports at the Museum bus shelter to prevent further damage from buses.

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

- (i) The draft revenue estimates and capital statement for the financial year 2007/2008 be approved;
- (ii) The level of the precept for 2007/2008 be set at £46,500 (an increase of 20%).

## **276. ACCOUNTS FOR 2005/2006**

**276.1** The Committee noted that the external auditors have signed off the accounts for the financial year 2005/2006. All Parish Councillors will receive a copy of the accounts and a notice, advertising that copies are available from the Clerk, will be displayed on the village notice board. The auditors had made no recommendations.

## **277. GRANT APPLICANTS**

**277.1** Two letters had been received requesting financial assistance. The first letter was from St Andrew's Church asking for a donation towards the upkeep of the Churchyard. Two councillors declared an interest. The second letter was from 4Sight requesting assistance with the cost of providing its free service to members – the group currently supports six people in Tangmere.

**277.2** The Committee APPROVED a donation of £500 to St Andrews for the upkeep of the churchyard as its one of the Parish Council's main objectives to keep the village clean and tidy. The Committee AGREED that a list of all grant applicants should be drawn up for consideration at the next Finance meeting in February before going to full Council for approval. The Committee noted that there is £100 available from the Grants Budget.

**277.3** The Committee discussed the financial position of the Youth Club and AGREED that LAT and the Parish Council should be encouraged to contribute towards its funding. The County Councillor is to be asked for an update on the progress to fill the current youth worker vacancy at the Youth Club.

**278. QUOTATION FOR HEARING AID LOOP**

**278.1** Previously discussed within the Draft Budget item.

**279. REPLACEMENT BUS SHELTER**

**279.1** Previously discussed within the Draft Budget item.

**280. ANY OTHER MATTERS FOR INFORMATION**

**280.1** There were no other matters for information.

**Date of next meeting: 27 February 2007**