

TANGMERE PARISH COUNCIL



Minutes of the Finance Committee Meeting held at 7.30pm on 19 June 2018 in the Committee Room

Present: Councillors- Andrew Irwin (Chairman)
Roger Birkett, Kate Beach, Simon Oakley

In attendance:
Louise Steele – Locum Clerk to the Council

No.		ACTION				
54	<p>AGENDA ITEM 1 – ELECTION OF COMMITTEE CHAIRMAN Upon the nomination of Cllr Oakley seconded by Cllr Birkett, Cllr Irwin was elected as Chairman of the Committee</p>					
55	<p>AGENDA ITEM 2 – ELECTION OF COMMITTEE VICE-CHAIRMAN Upon the nomination of Cllr Irwin seconded by Cllr Beach, Cllr Oakley was elected as Vice-Chairman of the Committee.</p>					
56	<p>AGENDA ITEM 3 - APOLOGIES Apologies were received from Cllr Stanbridge</p>					
57	<p>AGENDA ITEM 4 - DECLARATIONS OF INTEREST Councillor Oakley declared a non pecuniary interest in Agenda Item 9. – Grant Applications as a member of Chichester District Council.</p>					
58	<p>AGENDA ITEM 5 – PUBLIC PARTICIPATION There was none.</p>					
59	<p>AGENDA ITEM 6 - MINUTES The minutes of the meeting held on 1 May 2018 were agreed as an accurate record of the meeting and signed as such by the Chairman</p>					
60	<p>AGENDA ITEM 7 - ACTION POINTS A brief update was given on progress to date on the action points in the previous minutes.</p>					
61	<p>AGENDA ITEM 8 – FINANCE Payments totalling £5,666.57 made between 1 & 31 May 2018 from the Parish Council account were authorised as were payments totalling £2,442.96 from the Village Centre account in the same period. The schedules of payments are attached to the record minutes.</p> <p>The following bank account balances as at 31 May 2018 were reported:</p> <p>Parish Council</p> <table data-bbox="486 1912 991 1980"> <tr> <td>Business High Interest</td> <td>£105,250.28</td> </tr> <tr> <td>Current</td> <td>£4,495.00</td> </tr> </table>	Business High Interest	£105,250.28	Current	£4,495.00	
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	<p>Village Centre</p> <p style="text-align: right;">Business Instant Access £16,800.54 Business £2,575.01</p> <p>It was noted that the Parish Council's Special Reserve account has been closed and the balance added to the Business High Interest account.</p> <p>Bank reconciliation statements for both cashbooks (Parish Council and Village Centre) as at 31 May 2018 were received and noted.</p> <p>A budget monitoring report for the financial year to 31 May 2018 was received and the following were agreed: that the rent payable for the "Horsefield" be reviewed if permitted by the terms of the lease; that cancellation of the Google Ireland contract and direct debit be explored [note subsequent to meeting – this contract and payment is for the domain name "Tangemere-online.co.uk"]; and that non-HP cartridges should henceforth be purchased for the office printer. The Locum Clerk was also asked to verify that all NHB & S106 monies expected had been received.</p> <p>AP 20 Locum Clerk to action the above</p>	Clerk
62	<p>AGENDA ITEM 9 – GRANT APPLICATIONS</p> <p>The following projects in development, for which applications for external grants may be applied for were considered:</p> <p>Multi-media installation for the Village Centre – a detailed report from Cllr Irwin was considered and it was agreed to recommend to Full Council that an application for part New Homes Bonus and part S106 funding be completed</p> <p>New trees for Recreation Field – Cllr Beach was in the process of obtaining quotes</p> <p>Resurfacing of Village Centre car park – it was agreed that this should form an agenda item for the next meeting of the Full Council.</p>	
63	<p>AGENDA ITEM 10 – INTERNAL AUDIT REPORT</p> <p>Members received the report of the internal conducted in 11 June 2018 and agreed that progress against the recommendations made be reviewed further at a future meeting of the Full Council (noting that the agenda for Full Council on 5 July will be, of necessity, short because of the meeting to be held with the Chief Executive of SALC immediately before the meeting).</p> <p>The Locum Clerk was asked to explore the possibility of Councillors having parish council email addresses and the possibility of adopting a .gov.uk domain name.</p> <p>AP 21 Locum Clerk to include a report on progress against internal audit recommendations on the agenda for Full Council on 6 September 2018.</p> <p>AP 22 Locum Clerk to explore a .gov.uk domain name and parish council email address for all Councillors</p>	
64	<p>AGENDA ITEM 11 – GENERAL DATA PROTECTION REGULATIONS (GDPR)</p> <p>This matter to be considered at a future meeting of the Full Council.</p> <p>AP 23 Locum Clerk to include a report on progress to ensure compliance with GDPR on the agenda for Full Council on 6 September 2018.</p>	

65	AGENDA ITEM 12 – ANY OTHER ITEMS FOR INFORMATION Full Council agenda to include an item on new litterbins	

Date of next meeting:

14 August 2018

Chairman:

Date:

DRAFT