

# TANGMERE PARISH COUNCIL



## Clerk to the Council

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**MEMBERS OF THE FINANCE COMMITTEE**  
ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT  
**7.30PM ON TUESDAY 22 JUNE 2021 IN THE SMALL HALL,**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME, TO ATTEND.

Parish Clerk

17 June 2021

## AGENDA

### 1. Election of Committee Chairman

To receive nominations and elect the Chairman of the Committee.

### 2. Election of Committee Vice-Chairman

To receive nominations (if any) and elect the Vice-Chairman of the Committee.

### 3. Apologies

To receive apologies for absence

### 4. Declarations of Interest

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.

### 5. Public participation

Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.

### 6. Minutes

To approve as an accurate record the minutes of the meeting held on 20 April 2021 (attached).

### 7. Action Points

To hear updates on progress against those action points not otherwise included on this agenda.

**8. Finance:**

- To authorise payments made between 1 April 2021 & 31 May 2021. (to follow);
- To receive and note bank reconciliations as at 31 May 2021 (attached); and
- To receive the Income & Expenditure figures for the first two months of the financial year 2021/22 (to follow).

**9. Trees**

To consider a quote regarding works to Lime trees where neighbouring residents have complained of nuisance. The quote is circulated as a confidential document, the Clerk will report orally on the neighbours' complaints (two of which have already been considered by the Environment Committee).

**10. Any other matters for information only**

**11. Date of next meeting: Tuesday 31 August 2021**

# TANGMERE PARISH COUNCIL



## Minutes of the Finance Committee Meeting held remotely on 20 April 2021 using Zoom software

**Present:** Councillors Andrew Irwin (Chairman), Kate Beach, Roger Birkett, Simon Oakley and James Stanbridge

**In attendance:**  
Louise Steele – Clerk to the Council

No.		ACTION
560	<b>AGENDA ITEM 1 – APOLOGIES</b> There were none, all members of the Committee being present.	
561	<b>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</b> Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.	
562	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> There was none.	
563	<b>AGENDA ITEM 4 – MINUTES</b> The minutes of the meeting held on 23 February 2021 were agreed as an accurate record of the meeting and the meeting indicated that the Chairman should sign them as such.	
564	<b>AGENDA ITEM 5 – ACTION POINTS</b> It was noted that some action was still required in relation to Land at Bishops Road it was agreed that these actions would be completed by 13 May 2021.	
565	<b>AGENDA ITEM 6 – FINANCE</b> <ul style="list-style-type: none"><li>• Members authorised payments of £15,212.04 made between 1 February 2021 &amp; 31 March 2021 from the Parish Council bank account and £3,298.61 for the same period from the Village Centre bank account.</li><li>• Bank reconciliations as at 31 March 2021 for all accounts were received and noted</li><li>• Bank balances as at the 31 March 2021 were noted as follows:<ul style="list-style-type: none"><li>Parish Council Current Account      £5,138.15</li><li>Parish Council Savings Account      £35,042.90</li><li>Village Centre Current Account      £3,590.46</li><li>Village Centre Savings Account      £4,506.51</li></ul></li><li>• The Income &amp; Expenditure figures for the full financial year 1 April 2020 to 31 March 2021 were received, and</li><li>• The balance sheet as at the year end was considered.</li></ul>	
566	<b>AGENDA ITEM 7 – INTERNAL AUDIT REPORT</b> Members received and consider the report of the internal audit conducted on 15 April 2021 prior to the report being received by the Annual Meeting of Council.	

567	<p><b>AGENDA ITEM 8 – ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2020/21</b></p> <p>The Committee considered the Annual Governance and Accounting Return (AGAR) 2020/21 prior to it being received and agreed by the Annual Meeting of Council.</p>	
568	<p><b>AGENDA ITEM 9 - ANNUAL MEETING OF ELECTORS (PARISH MEETING)</b></p> <p>The format of the annual meeting of electors was discussed and it was agreed to include three agenda items (in addition to the Council's annual report) being a report from the Youth Club, a report on proposals to develop a Community Store and an update about the Strategic Development Location. It was also noted that the matter of adding a red telephone box to the area known as the village green might be raised at the meeting by an elector and it would be sensible to have developed some ideas for the enhancement of that area prior to the meeting.</p> <p>The venue of the meeting and whether it would be remote or face to face remained to be resolved.</p>	
569	<p><b>AGENDA ITEM 10 – ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>The Clerk reported that she was about to purchase a bin as replacement for the damaged one on the recreation field and was working with Councillor Birkett to have the bin installed.</p>	
570	<p><b>CONFIDENTIAL SESSION</b></p> <p>In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Committee resolved to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business to be transacted.</p>	
571	<p><b>AGENDA ITEM 12 – STAFFING MATTERS</b></p> <p>There was a brief confidential discussion of staffing matters.</p>	

**Date of next meeting:** Tuesday 22 June 2021

**Chairman:**

**Date:**

**Bank Reconciliation Statement as at 01/06/2021  
for Cashbook 3 - PC Unity Trust Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current 20422370	31/05/2021	19	3,900.13
Unity Trust Savings 20422396	31/05/2021	15	80,042.90
			<hr/> 83,943.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			83,943.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			83,943.03
		<b>Balance per Cash Book is :-</b>	<b>83,943.03</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 01/06/2021  
for Cashbook 4 - VC Unity Trust Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust 20422367 Current	31/05/2021	19	1,734.70
Unity Trust 20422383 Savings	31/05/2021	15	4,506.51
			<hr/> 6,241.21
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			6,241.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			6,241.21
		<b>Balance per Cash Book is :-</b>	<b>6,241.21</b>
		<b>Difference is :-</b>	<b>0.00</b>