

TANGMERE PARISH COUNCIL

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Minutes of the ANNUAL MEETING of the COUNCIL held on 11 MAY 2017

Present: Cllrs Irwin (Chairman), Mrs Beach, Birkett, Boocock, Gover-Wren, Oakley (Parish, District & County Councillor) Stanbridge and Ware.

In attendance: N Atherton, Clerk to the Council
5 Members of the Public

| No. | | ACTION |
|----------|--|--------|
| 1 | <p>AGENDA ITEM 1 - TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.</p> <p>The Council RESOLVED that Cllr Irwin be elected Chairman of the Council for the ensuing municipal year. Cllr Irwin signed his declaration of acceptance of office.</p> | |
| 2 | <p>AGENDA ITEM 2 - TO ELECT THE VICE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.</p> <p>The Council RESOLVED that Cllr Birkett be elected Vice Chairman of the Council for the ensuing municipal year. Cllr Birkett signed his declaration of acceptance of office.</p> | |
| 3 | <p>AGENDA ITEM 3 - APOLOGIES FOR ABSENCE</p> <p>Cllrs Beach and Wright. These were accepted</p> | |
| 4 | <p>AGENDA ITEM 4 - TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS INCLUDED ON THE AGENDA INCLUDING ANY REQUESTS FOR PECUNIARY INTEREST DISPENSATIONS AND TO REMIND ALL MEMBERS TO UPDATE THEIR REGISTER OF INTERESTS.</p> <p>The following pecuniary and non-pecuniary interests were declared: Cllr Stanbridge – Community Garden Cllr Oakley – County & District Councillor</p> | |
| 5 5.1 | <p>AGENDA ITEM 5 - PUBLIC SESSION</p> <p>David Blythe – The Manager of Bader Heights has said he will get the debris that has been cast by the wind cleared but hasn't at this time. Asking for Parish Council to write to ask to clear up.</p> <p>Signs have fallen</p> | Clerk |
| 6 | <p>AGENDA ITEM 6 – TO APPROVE THE MINUTES OF THE MEETING HELD</p> | |

| | | |
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| | <p>ON 10 MARCH 2017 The minutes of the meeting held on 10 March 2017, copies of which had been circulated to Members, were confirmed as true record and signed by the Chairman.</p> | |
| 7 | <p>AGENDA ITEM 7 - TO REVIEW THE COMMITTEES' TERMS OF REFERENCE.</p> <p>The Council RESOLVED to adopt the Committees' Terms of Reference as set out in Appendix 1.</p> | |
| 8 | <p>AGEND ITEM 8 - APPOINTMENT OF COMMITTEES, OFFICERS AND REPRESENTATIVES TO OUTSIDE BODIES.</p> <p>The Council RESOLVED to the appointments as set out in Appendix 2</p> | |
| 9 | <p>AGENDA ITEM 9 - TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS FOR TANGMERE PARISH COUNCIL.</p> <p>The Council considered and re-adopted the existing Standing Orders and Financial Regulations.</p> | |
| 10 | <p>AGENDA ITEM 10 - TO REVIEW AND APPROVE THE FOLLOWING PARISH COUNCIL'S POLICIES AND PROCEDURES:</p> <p>a) COMPLAINTS PROCEDURE b) EQUALITY POLICY c) PROTECTION OF CHILDREN AND ADULTS AT RISK OF HARM POLICY d) GRIEVANCE PROCEDURE e) FREEDOM OF INFORMATION REQUESTS</p> <p>The Council RESOLVED to adopt all the policies and procedures listed above.</p> | |
| 11 | <p>AGENDA ITEM 11 - NEIGHBOURHOOD PLAN Cllrs Irwin and Birkett had a meeting with the museum, Seawards and the Church Commission to discuss policies 5 & 6 in the Neighbourhood Plan. There is a second meeting for only policy 6 which is in regards to the Aviation Museum taking the allotment lane and the PC to take land on the strategic site.</p> <p>Cllr Oakley advised that there will be a Local Plan review. On June 19 CDC cabinet and the full council will be discussing and debating before putting the document out for public consultation. This would be accompanied by initial sustainability appraisal.</p> | |
| 12 | <p>AGENDA ITEM 12 - TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS:</p> <p>ENVIRONMENT COMMITTEE</p> <p>12.1 189 - Fete date changed to 15th July</p> <p>12.2 Cllr Boocock advised that Jayne Sansby had her name put forward as</p> | |

| | | | |
|------|--|-------|-------|
| | chairperson for the allotment committee and was duly elected. There is no secretary at this time. Mr B Seale will carry on as steward. Quotes will be brought to the Environment Committee for the fence around the allotments | | |
| 12.3 | Tamar Way – CDC issued enforcement notice. No 16 must get rubbish removed. The clerk will speak to letting agent to speak to landlord to remove rubbish | Clerk | |
| 12.4 | VILLAGE CENTRE COMMITTEE 147 - Container – Cllr Boocock enquired at Spire Scraps in Chichester and has been advised that there would be a charge to the council to remove the container. Other option will be investigated and brought to the Environment committee. | | |
| 12.5 | 153 – Locations of the possible Village Centre sign were discussed. Options included on the southern wall of the Youth Hall and a sign on the grass at the entrance to the car park. VC signage was to be referred back to the Village Centre Committee | | |
| 12.6 | 155 – Preschool enclosed outside area – 3 quotes are being being obtained | | |
| 12.7 | 149 - Gulley are being repointed | | |
| 12.8 | FINANCE COMMITTEE 162 – Recommendation from finance committee for taking up EFL quote for £2,404.25 for CCTV and door access. S106 application for community facilities to be sent. Approved: EFL quote for £2,404.25 for CCTV and door access. | | Clerk |
| 12.9 | 159 – The PC received a quote for film equipment. A professional proposal is needed for the PC to decide what is needed. | | |
| 13 | AGENDA ITEM 13 – APPROVAL OF ANNUAL RETURN | | |
| 13.1 | The Committee considered each box of Section 1 (Annual Governance Statement) of the 2016/17 Annual Return and agreed each one be APPROVED See appendix 3 | | |
| 13.2 | The Committee considered Section 2 (Accounting Statements) of the 2016/17 Annual Return and agreed that it was APPROVED See appendix 4 | | |
| 14 | AGENDA ITEM 14 – TO CONSIDER THE RENEWAL OF THE 7 YEAR PEPPERCORN LEASE FOR THE COMMUNITY GARDEN LAND BETWEEN TPC AND THE COMMUNITY GARDEN COMMITTEE The maximum allowable time is 7 years and this is nearly ended. Recommend renewal of 7 year lease. Resolved. Document to finance to ensure is clear. SO – Is it an ongoing constituted body? AI – Yes. Advise to bring evidence if this to Finance | | |
| 15 | AGENDA ITEM 15 – LETTER OF INTENT FROM THE AVIATION MUSEUM TPC to Pursue policy 6 as per minute 11 | | |

| | | |
|----|---|--------------|
| 16 | <p>AGENDA ITEM 16 – TO CONSIDER THE REQUEST FROM TANGMERE HISTORY GROUP TO TAKE OVER FUNDING OF THEIR WEBSITE After discussion it was suggested that TPC fund for 12 months and then review with a possible view to incorporate all of Tangmeres digital presence RESOLVED - TPC fund for 12 months and then review Cllr Stanbridge to look digital strategy for Tangmere through TAG</p> | JS |
| 17 | <p>AGENDA ITEM 17 - 2017 SUMMER FETE 15th July 2017 – It has been difficult to book commercial stall holders since changing the day to Saturday. TPC will compare the success of a Saturday over a Sunday before making a decision on the following year.</p> | |
| 18 | <p>AGENDA ITEM 18 – CORRESPONDENCE/ANY OTHER MATTERS FOR INFORMATION ONLY Boxgrove have been doing lots of work on Speedwatch</p> <p>MGW – Village Centre is 30 years old this year, should there be a chairman’s reception held? The date of 22 July was decided on to hold this. A resident has old minutes of PC in his loft, if we can organise access then all councillors from that time can be invited It was suggested that the Clerk write a letter to the Earl who opened the Centre and invite him.</p> <p>SB – Caravans have moved on to priory park field</p> <p>SO –Operation watershed – Portsmouth water have agreed to remove blockage of culvert. WSCC would possibly give 1/3. SO to work on a grant for remaining.</p> | Clerk |

Meeting finished at 21:40

Date of next meeting: Thursday, 7 July 2016

Chairman:

Date:

APPENDIX 1

COMMITTEE TERMS OF REFERENCE 2016/2017

| ENVIRONMENT | VILLAGE CENTRE | FINANCE |
|---|--|---|
| Planning applications | Overseeing/special responsibility for Village Centre | Accounts/audit/banking |
| Traffic and transport | | Grants |
| Footways/roads/access | Overseeing Village Centre staff and volunteers | Insurance |
| Rights of Way | | Precept Budgeting |
| Trees and TPOs | Risk Assessment and Health & Safety. | Staff matters (Clerk and RFO), including salary |
| Allotments | Users Groups | Licences |
| Community Garden | Village Centre Bookings and Hiring Policy | Legal matters |
| Horse Field | Double Garage | Financial contracts and licences |
| Recreation Ground and other open spaces | Bookings for the recreation field. | Newsletter |
| Car Park at recreation field | Maintenance of sports equipment and sports pitches. | Risk assessment |
| Public seats/bus shelters/notice boards (Tangmere Road) | | |
| Services/Lighting/Public Utilities | | |
| Litter and dog fouling | | |

NOTES

1. All Committees to have delegated powers other than for the following matters which must be confirmed by the full Council – Precept, legal action, determination of borrowing limit, fees and charges.
2. Local Plan Panel: working party set up whose recommendations to be brought before full Council for consideration and approval.
3. Reports from each Committee to be made to the full Council.
4. The following areas are the responsibility of the VC Committee: Shrubs and borders

adjacent to the VC (as at present); hedging to south and east of car park plus section between the container and garage; paving to front and rear; Bicycle Shelter; Willow tree. The VC Committee is responsible for maintenance specifically related to booked sports activities on Rec. Field (e.g. Cricket, Football and in MUGA). The Parish Council is responsible for all other items on and around the Recreation Field not listed above. The VCC is responsible for the routine maintenance and repairs of the internal and external fabric of the building, but that the Parish Council is responsible for major capital items, such as, say a new roof or windows. *Finance Ctt 16/12/2015 Min 1029.13-15 refers.*

APPENDIX 2

| TANGMERE PARISH COUNCIL | | |
|--|-----------------|---------------|
| COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES | | |
| 2016-17 | | |
| FINANCE COMMITTEE | | |
| | CLlr Irwin | Chairman |
| | CLlr Birkett | Vice Chairman |
| | CLlr Mrs Beach | |
| | CLlr Oakley | |
| | CLlr Stanbridge | |
| | | |
| ENVIRONMENT COMMITTEE | | |
| | CLlr Mrs Beach | Chairman |
| | CLlr Boocock | Vice Chairman |
| | CLlr Birkett | |
| | CLlr Stanbridge | |
| | CLlr Irwin | |
| | CLlr Mrs Nation | |
| | CLlr Oakley | |
| | CLlr Ware | |
| | | |
| VILLAGE CENTRE | | |
| | CLlr Birkett | Chairman |
| | CLlr Ware | Vice Chairman |
| | CLlr Gover | |
| | CLlr Irwin | |
| | CLlr Mrs Nation | |
| | CLlr Oakley | |
| | Vacant | |
| | | |
| APPEALS PANEL | | |
| | CLlr Blythe | |
| | CLlr Birkett | |
| | CLlr Gover | |
| | | |
| SAFEGUARDING VULNERABLE GROUPS OFFICER | | |
| | CLlr Ware | |
| | | |
| PRESS OFFICER | | |
| | CLlr Irwin | |
| | | |
| TANGMERE ACTION GROUP (TAG) (INCLUDING NEIGHBOURHOOD MANAGEMENT PANEL (NMP) AS APPROPRIATE) | | |
| | CLlr Ware | Chairman |
| | CLlr Gover | Vice Chairman |
| | CLlr Oakley | |
| | CLlr Mrs Beach | |
| | CLlr Birkett | |

| SOUTH CHICHESTER COUNTY LOCAL COMMITTEE | | |
|--|----------------|---|
| | Clr Mrs Beach | |
| | Clr Boocock | |
| | | |
| LAVANT VALLEY PARTNERSHIP | | |
| | Clr Mrs Beach | |
| | Clr Birkett | |
| | Clr Mrs Nation | |
| | | |
| CHICHESTER DISTRICT ASSOCIATION OF LOCAL COUNCILS (CDALC) | | |
| | Clr Irwin | |
| | Clr Birkett | |
| | | |
| WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS CONF/AGM | | |
| | Clr Birkett | |
| | Clr Ware | |
| | | |
| NEIGHBOURHOOD WATCH | | |
| | Clr Mrs Beach | |
| | Clr Mrs Nation | |
| | | |
| COMMUNITY WARDENS STEERING GROUP (@CDC) | | |
| | Clr Mrs Beach | |
| | Clr Blythe | |
| | | |
| GOODWOOD MOTOR CIRCUIT CONSULTATIVE COMMITTEE | | |
| | Clr Ware | |
| | | |
| TANGMERE ALLOTMENT COMMITTEE | | |
| | Clr Mrs Nation | |
| | Vavant | |
| | | |
| VILLAGE DESIGN STATEMENT REVIEW WORKING PARTY | | |
| | Clr Irwin | Plus other coopted residents as appropriate including Mr David James and Mr John Perry. |
| | Clr Mrs Beach | |
| | Clr Mrs Nation | |
| | Clr Gover | |

Appendix 3

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

TANSMERE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

| | Agreed | | 'Yes' means that the smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | ✓ | | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered the financial and other risks it faces and has dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | NA |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
| | | | ✓ |

This annual governance statement is approved by this smaller authority on:

11/05/17

and recorded as minute reference:

13.1

Signed by Chair at meeting where approval is given:

Andrew J. ...

Clerk:

[Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Appendix 4

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

TANGMERE PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 85,822 | 100,536 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 60,000 | 60,000 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 97,404 | 73,963 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 16,060 | 17,316 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | (9,676) | (9,676) | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 116,954 | 115,412 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 100,536 | 92,095 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6) |
| 8. Total value of cash and short term investments | 100,536 | 92,095 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1,204,488 | 1,226,317 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | 57,491 | 81,948 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |
| | | ✓ | |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date: 11/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

11-5-2017

and recorded as minute reference:

13.2

Signed by Chair at meeting where approval is given:

