

# 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  
**7.00PM** (or at the rise of the Environment Committee whichever is later)  
**ON TUESDAY 8 MARCH 2022 AT**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

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

Parish Clerk

2 March 2022

## AGENDA

### 1. Apologies

To receive apologies for absence

### 2. 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.

### 3. 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.

### 4. Minutes

To approve as an accurate record the minutes of the meeting held on 11 January 2022 (Supporting Papers pp 1 & 2).

### 5. Finance:

- To authorise payments made between 1 January & 28 February 2022. (Supporting Papers pp 3-6);
- To receive and note bank reconciliations as at 28 February 2022 (Supporting Papers 7 & 8);
- To receive the Income & Expenditure figures for the first eleven months of the financial year 2021/22 (Supporting Papers 9-13).; and
- To receive the Balance Sheet as at 28 February 2022 (Supporting Papers 14).

## **6. Review of Fees & Charges**

To note that the Village Centre Committee makes no recommendation to increase fees and charges for the Village Centre and to consider whether there should be any change to allotment fees.

## **7. Review of Financial Regulations**

To review the Council's financial regulations and consider whether any amendments are required.

The current Financial Regulations may be viewed here <https://tangmere-pc.gov.uk/wp-content/uploads/2021/11/Financial-Regulations-May-2021.pdf>

The Clerk has no suggested amendments to make to the regulations and suggests that the unamended regulations be recommended to Full Council with a view to their being adopted formally at the Annual Meeting of Council on 12 May 2022.

## **8. Implementation of 2021/22 Pay Award**

To approve implementation of the 2021/22 pay award, back dated to 1 April 2021, to be paid with March 2022 salaries.

Parish Council staff are employed under National Joint Council for local government services (NJC) terms and conditions. On 28 February 2022 principal councils were informed that the 2021/22 pay award had been settled at 1.75% (see document included in supporting papers at pp 15-19) . It is anticipated that formal notification from NALC will be received prior to this meeting. The cost to the parish council of implementing this pay award is £700 for the current financial year – this sum was not budgeted because at the time the 2021/22 budget was set the Government was speaking of a public sector pay freeze. The sum plus an allowance for a 2022/23 pay award is included in the 2022/23 budget.

## **9. Operation Watershed**

To approve the use of part of the reserve earmarked for Operation Watershed to undertake jetting, CCTV survey and root-cut and waste disposal as necessary for the following three sites.

- Church Lane Tangmere;  
Issue: The lane floods further along Church Lane at the bottom of Bayley Road and further along Tangmere Road towards St Andres Lane.

Proposal: To undertake jetting, CCTV and necessary root-cutting - 300mm drainage pipe located on the north side of Church Lane that extends from the junction with Tangmere Road towards St Andrews Lane.

Potential benefit: Identify the extent the pipe extends west, its condition and look to clear any obstructions. This activity could alleviate the ponding of water further along Church Lane at the bottom of Bayley Road

- Tangmere Road (adj Tangmere House & junction with Church Lane);  
Issue: the Village Drainage Survey identified that there is root ingress into the pipe running south down Tangmere Road which has significantly impact drainage flows.

Proposal: To undertake jetting, CCTV and necessary root-cutting - We wish to investigate further, its condition and look to locate and where possible remove clear any obstructions.

Potential benefit: This will look to inform any future works.

- **Garland Square;**  
Issue: The road currently floods due to surface water inundating two highway gullies and not successfully draining away in this location.

Proposal: To undertake jetting, CCTV and necessary root-cutting - To investigate the condition of the lateral drains from the highways gullies at the south west part of Garland Square. Where possible remove clear any obstructions.

Potential benefit: This will look to inform any future works

The earmarked reserve for Operation Watershed stands at £3,990.64 and represents a cumulative underspend on approved projects from 2013 to 2019 which would ordinarily need to be repaid to West Sussex County Council (WSSCC), WSSCC officers have been consulted and indicate that the underspend consists of £2,224.64 revenue funding which is made available for this purpose (the remaining £1,766 is capital funding which cannot be used for this).

A quote of £1,750 plus £95 per tonne for disposal of any waste has been obtained for this work (circulated as a confidential document) and the Committee is asked to agree that the company be instructed to proceed with the work.

#### **10. Action Points**

To consider updates on progress against any other matters relating to the work of the Finance Committee which is not included elsewhere on this agenda.

#### **11. Any other matters for information only**

**12. Date of next meeting:** The next scheduled meeting of the Finance Committee is to be held on 26 April 2022.