

# 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 ON TUESDAY 28 JUNE 2022 AT**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

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

Parish Clerk

22 June 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 26 April 2022 (circulated with this agenda).

### 5. Finance:

- To authorise payments made between 1 April & 31 May 2022. (to follow);
- To receive and note bank reconciliations as at 31 May 2022 (circulated with this agenda);
- To receive the Income & Expenditure figures for the first two months of financial year 2022/23 (to follow).; and
- To receive the Balance Sheet as at 31 May 2022 (to follow).

### 6. Drainage Project (NHB 2019)

To receive an update about the 2019 New Homes Bonus Project to install a drainage link between the south end of the Recreation Field ditch and the soakaways at the

southwest edge of Recreation Field. £3,875 has been granted to this project but the costs are now likely to exceed this sum. One recent quote has been received and a second is awaited. The Clerk seeks authority to progress the project without further reference to this Committee by seeking consent from West Sussex County Council to apply Operation Watershed funds retained by the parish council to fund any costs more than the £3,875 provided by NHB and instructing the contractor providing the lower quote.

- 7. Outdoor Water Bottle Fountain and Water Supply to the Youth Hall (NHB 2020)**  
To receive updates about the 2020 New Homes Bonus Projects to install an Outdoor Water Bottle Fountain and Water Supply to the Youth Hall. To consider any quotes received to date and to agree any necessary action.
- 8. Additional Village Centre Storage Provision**  
To consider the costs of additional storage provision for the Village Centre and how those costs might be funded. The Chairman of the Village Centre Committee to report.
- 9. 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.
- 10. Any other matters for information only**
- 11. Date of next meeting:** The next scheduled meeting of the Finance Committee is to be held on 6 September 2022.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council may wish 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.

- 12. Potential Purchase of Land between the Village Centre and the Co-op**  
To receive the valuation report (circulated as a confidential document) and consider the next steps.

# TANGMERE PARISH COUNCIL



## Minutes of an extraordinary meeting of the Finance Committee held on 26 April 2022 at Tangmere Village Centre

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

### In attendance:

Louise Steele – Clerk to the Council

No.		ACTION
297	<p><b>AGENDA ITEM 1 – APOLOGIES</b> There were no apologies, all members of the Committee being present</p>	
298	<p><b>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</b> Councillor Oakley declared non pecuniary interests in matters on the agenda generally as a member of Chichester District Council and as a member of West Sussex County Council.</p>	
299	<p><b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> There was none.</p>	
300	<p><b>AGENDA ITEM 4 – MINUTES</b> The minutes of the meetings held on 8 March 2022 were approved as an accurate record and signed as such by the Chairman.</p>	
301	<p><b>AGENDA ITEM 5 – FINANCE</b></p> <ul style="list-style-type: none"> <li>• Members authorised payments of £10,248.55 made between 1 &amp; 31 March 2022 from the Parish Council bank account and £2,083.87 for the same period from the Village Centre bank account.</li> <li>• Bank reconciliations as at 31 March 2022 for all accounts were received and noted</li> <li>• Bank balances as at the 31 March 2022 were noted as follows: <ul style="list-style-type: none"> <li>Parish Council Current Account      £3,564.85</li> <li>Parish Council Savings Account      £13,068.41</li> <li>Village Centre Current Account      £2,885.59</li> <li>Village Centre Savings Account      £13,215.67</li> </ul> </li> <li>• Members considered an Income &amp; Expenditure report for the financial year 2021/22; and</li> <li>• Received the Balance Sheet as at 31 March 2022</li> </ul>	
302	<p><b>AGENDA ITEM 6 – INTERNAL AUDIT REPORT</b> Members received and considered the report of the internal audit conducted on 12 April 2022 prior to the report being received by the Annual Meeting of Council. It was noted that there were no recommendations for action and thanks were given to Cllr Irwin, the Clerk and the Parish Administrator for their roles in bringing about this positive outcome.</p>	

303	<p><b>AGENDA ITEM 7 – ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2021/22</b> Members received the AGAR prior to it being considered by the Annual Meeting of Council.</p>	
304	<p><b>AGENDA ITEM 8 – INFRASTRUCTURE BUSINESS PLAN PROJECTS</b> Members consider Tangmere Parish Council projects included in the Chichester Infrastructure Business Plan 2022-27 and considered projects not yet included in the IBP.</p>	
305	<p><b>AGENDA ITEM 9 – OPERATION WATERSHED</b> Upon the proposal of Cllr Stanbridge seconded by Cllr Birkett it was agreed that £2,224.62 of the reserve earmarked for Operation Watershed be applied to undertake jetting, CCTV survey and root-cut and waste disposal as necessary for the three sites, Church Lane, Tangmere Road and Garland Square.</p>	
306	<p><b>AGENDA ITEM 9 – ACTION POINTS</b> Members accepted that there were no outstanding action points that were specific to this Committee.</p>	
307	<p><b>AGENDA ITEM 10 – ANY OTHERS MATTERS FOR INFORMATION</b> Some updating information was shared.</p>	

**Date of next ordinary meeting:** Tuesday 28 June 2022

**Chairman:**

**Date:**

**Bank Reconciliation Statement as at 09/06/2022  
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	31/05/2022	36	3,957.96
Uniry Trust Savings 20422396	31/05/2022	27	41,068.41
			<hr/> 45,026.37
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			45,026.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			45,026.37
		<b>Balance per Cash Book is :-</b>	<b>45,026.37</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 08/06/2022  
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	31/05/2022	36	3,770.52
Unity Trust 20422383 Savings	31/05/2022	27	11,215.67
			<u>14,986.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,986.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,986.19
		Balance per Cash Book is :-	14,986.19
		Difference is :-	0.00