

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 6 SEPTEMBER 2022 AT
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

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

Parish Clerk

1 September 2022

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 28 June 2022 (circulated with this agenda).

7. Finance:

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

Committee Chairman Cllr J Stanbridge email: cllrjstanbridge@tangmere-pc.gov.uk

8. Schedule of Variable Direct Debits

To consider and approve a schedule of variable direct debits.

Currently Financial Regulation 6.6. says that “The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years”.

Regrettably the last time direct debits were reviewed was by this Committee on 14 August 2018. A current schedule of direct debits is circulated with this agenda

9. Review of Financial Regulations

To consider recommended changes to the Financial Regulations and if agreed to recommend those changes to Full Council. Circulated with this agenda is the Clerk’s recommended version of Financial Regulations 5 and 6

The RFO has reviewed Financial Regulations 5 and 6 to ensure that the regulations match the council’s current practices as regards banking arrangements and authorisation of payments plus instructions for the making of payments. Further that the current practices reflect good practice. The last time this Committee reviewed this part of Financial Regulations it was just before the Council changed bank accounts and while some amendments were made to reflect a proposed change to internet banking those changes did not go far enough. Leaving the regulations unchanged may prove confusing for a new Parish Clerk

For comparison the council’s current Financial Regulations may be viewed here: <https://tangmere-pc.gov.uk/wp-content/uploads/2022/07/Financial-Regulations-2022.pdf>

10. Budget 2023/24 – Priorities and Timetable

To consider the timetable for agreeing precept for the financial year 2023/24 noting that Financial Regulation 3 says:

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance Committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5.The approved annual budget shall form the basis of financial control for the ensuing year.

11. 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.

12. Any other matters for information only

13. Date of next meeting: The next scheduled meeting of the Finance Committee is to be held on 1 November 2022.

TANGMERE PARISH COUNCIL



Minutes of a meeting of the Finance Committee held on 28 June 2022 at Tangmere Village Centre

Councillors Andrew Irwin, Roger Birkett, and Simon Oakley

In attendance:

Cllr James Stanbridge (remotely)

Louise Steele – Clerk to the Council

No.		ACTION
044	<p>AGENDA ITEM 1 – APOLOGIES Apologies were accepted from Cllr Kate Beach. It was noted that Cllr Stanbridge was in attendance remotely – Cllr Irwin as Vice-Chairman of the Committee took the Chair.</p>	
045	<p>AGENDA ITEM 2 – DECLARATIONS OF INTEREST 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>	
046	<p>AGENDA ITEM 3 – PUBLIC PARTICIPATION There was none.</p>	
047	<p>AGENDA ITEM 4 – MINUTES The minutes of the meetings held on 26 April 2022 were approved as an accurate record and signed as such by the Chairman.</p>	
048	<p>AGENDA ITEM 5 – FINANCE</p> <ul style="list-style-type: none"> • Members authorised payments of £27,215.06 made between 1 April & 31 May 2022 from the Parish Council bank account and £5,400.32 for the same period from the Village Centre bank account. • Bank reconciliations as at 31 May 2022 for all accounts were received and noted • Bank balances as at the 31 March 2022 were noted as follows: <ul style="list-style-type: none"> Parish Council Current Account £3,957.96 Parish Council Savings Account £41,068.41 Village Centre Current Account £3,770.52 Village Centre Savings Account £11,215.67 • Members considered an Income & Expenditure report for the first two months of the financial year 2022/23 it was agreed that bills for the unmetered supply for the two streetlights should continue to be paid but the disputed sum should continue to withheld. The Clerk to seek to move the streetlights on to the WSCC contract. • Members received the Balance Sheet as at 31 May 2022. 	
049	<p>AGENDA ITEM 6 – DRAINAGE PROJECT (NHB 2019) Members received 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</p>	

	Recreation Field. £3,875 has been granted to this project but the quotes recently received exceed this sum. The Clerk was granted 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 subject to confirmation that the quote covers an 18 metre pipe run.	
050	AGENDA ITEM 7 – OUTDOOR WATER BOTTLE FOUNTAIN AND WATER SUPPLY TO THE YOUTH HALL (NHB 2020) This item was deferred to the next meeting of Full Council.	
051	AGENDA ITEM 8 – ADDITIONAL VILLAGE CENTRE STORAGE PROVISION This item was deferred to the next meeting of Full Council.	
052	AGENDA ITEM 9 – ACTION POINTS Members noted that progress on land at Bishops Road was still an outstanding action points specific to this Committee.	
053	AGENDA ITEM 10 – ANY OTHERS MATTERS FOR INFORMATION ONLY Some updating information was shared.	
054	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	
055	AGENDA ITEM 12 – POTENTIAL PURCHASE OF LAND BETWEEN THE VILLAGE CENTRE AND THE CO-OP Members received a confidential valuation report and resolved to recommend to Full Council that an offer be made to purchase the land concerned at the value placed upon it by the report. As Responsible Finance Officer the Clerk reported that she felt there were insufficient reserves for the Council to purchase the land but that she would recommend that part of the Community Infrastructure Levey be used to fund a purchase.	

Date of next ordinary meeting: Tuesday 6 September 2022

Chairman:

Date:

**Bank Reconciliation Statement as at 01/09/2022
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	31/08/2022	39	2,286.11
Unity Trust Savings 20422396	31/08/2022	30	46,000.00
			48,286.11
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			48,286.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			48,286.11
		Balance per Cash Book is :-	48,286.11
		Difference is :-	0.00

Bank Reconciliation Statement as at 01/09/2022
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	31/08/2022	39	3,105.08
Unity Trust 20422383 Savings	31/08/2022	30	9,000.00
			12,105.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			12,105.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			12,105.08
		Balance per Cash Book is :-	12,105.08
		Difference is :-	0.00

DIRECT DEBITS SCHEDULE of Parish Council Account as at 1 September 2022

Monthly

EE	Mobile	£32.78#
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6 Monthly

PWLB	Loan	£4837.97
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Annually

ICO	Registration	£35.00
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NATWORLDPUBLISHING	TBC	£66.30
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DIRECT DEBITS SCHEDULE of Village Centre Account

Monthly

British Telecom	Phone & Broadband	£110.72
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CDC Revenues	Rates	£368.00
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CDC	Bins	£43.70
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Business Stream	Water/Waste water	£25.00
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EDF Energy	Electric	£188.00#
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Yu Energy	Gas	£98.92#
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= Variable with the amount being the most recent DD taken

STANDING ORDERS

Staff salaries are currently paid by standing order drawn on the Parish Council Account



Tangmere Parish Council – Financial Regulations

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments (already made and requiring authorisation), forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise the payments as properly made by a resolution of the Finance Committee. The minutes of the meeting shall record the total value of payments authorised. A detailed list of all payments shall be disclosed as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as soon as practical. The RFO shall arrange for the inclusion of the payments in the schedule of payments to be authorised at the next available Finance Committee meeting.
- 5.5. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.6. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.7. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.8. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. In accordance with Financial Regulation 5 above the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by internet banking transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.



Tangmere Parish Council – Financial Regulations

- 6.4. Cheques or orders for payment drawn on the bank account shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. Where payment is made by internet banking transfer evidence shall be retained showing which members approved the payment. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice or other voucher.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are authorised by two members and any payments are reported to the Finance Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to the Finance Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. All employees or councillors who are authorised to access the Council's bank accounts will have personal passwords and/or PINs and shall keep those password or PINS secure, no employee or councillor shall disclose any PIN or password relevant to the working of the council or its bank accounts. If an employee or councillor loses or forgets a password they should inform the Clerk/RFO or Parish Administrator who will advise on how replacements may be obtained.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the Clerk shall be identified as the main contact for the bank and the Parish Administrator appointed as the Service Administrator. The bank mandate approved by the council shall identify officers (the Clerk/RFO and the Parish Administrator) who will be authorised to set up transactions and a number of councillors who will be authorised to approve transactions on those accounts. All payments out of the bank accounts shall require triple authorisation – with the payment being set up by an officer and authorised by two councillors. The Clerk/RFO or the Parish Administrator alone may make instruction for the movement of funds between the council's bank accounts.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or



Tangmere Parish Council – Financial Regulations

saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.16. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or Parish Administrator (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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