TANGMERE PARISH COUNCIL



**Clerk to the Council**

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**FINANCE COMMITTEE MEETING**

**Tuesday 7 March 2023**

Members are hereby summoned to attend a Meeting

of the **Finance Committee** to be held at

**7.00pm** on **Tuesday 7 March 2023** at

**Tangmere Village Centre, Malcolm Road, Tangmere.**

2nd March 2023 Caroline Davison – Parish Clerk

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#### **AGENDA**

1. **Apologies**

To receive apologies for absence

1. **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.

1. **Public participation**

Members of the public who are 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.

1. **Minutes**

To approve as an accurate record the minutes of the Meeting held on 10th January 2023 (circulated with this Agenda).

1. **Finance**
2. To receive and note payments made between 10 January & 1 March 2023.
3. To receive and note bank reconciliations as at 28 February 2023.
4. To receive the Income & Expenditure figures to 28 February 2023.
5. To receive the Balance Sheet as 28 February 2023.
6. To note payment date schedule for BACS payments for next six months.
7. Front Door Entry Switch

To receive an update report on recent problems experienced with front door entry switch and repair costs.

1. End of Year Closedown

**Recommendation that** Rialtas be appointed to carry out the end of year closedown on behalf of Tangmere Parish Council in conjunction with the RFO. The scheduled date for end of year closedown yet to be advised.

1. Date of Audit

To note it might be necessary to change the date depending on when the end of year closedown can be scheduled to place. The annual audit is currently scheduled to take place on 9 May 2023.

1. **Grants**
2. To note that the sum of £4000 has been forwarded to the Tangmere Youth Club as part of a five-year commitment. This was the fourth annual contribution with the final contribution due in the financial year 2023/24. This amount has been included in the Budget for 2023/2024.
3. An application for Grant Funding for the sum of £250 has been received from Arun and Chichester Citizens Advice Bureau. In the last financial year, 2021/2022, 114 Tangmere residents were supported with 602 issues including tax credit queries, utilities, universal credit queries and debt advice.

**Recommended that** a grant of £250 be awarded to Arun and Chichester Citizens Advice Bureau.

1. A request has been received from St Andrew’s Tangmere PCC for a grant towards the upkeep of St Andrew’s Churchyard. The churchyard is not only a burial place for anyone in the civil parish irrespective of whether they are a member of the church congregation but is also a public open space through which people walk their dogs or just sit and enjoy the peace and quiet.

**Recommended that** a grant of £250 be awarded to St Andrew’s Tangmere PCC towards the upkeep of the churchyard.

1. **S106 Funding**

To receive reports in relation to the following identified projects to be progressed through S106 funding and to consider recommendations therein to take forward to Full Council on 16th March 2023:

1. Village Centre Sustainability Project
2. Drainage System for Recreation Field
3. Changing Rooms, Toilet and Shower Facilities at Village Centre
4. Village Centre Car Park
5. Youth Hall Kitchenette
6. Public Art
7. **Annual Review of Village Centre and Recreation Field Hiring Fees**

To receive a written report with recommendations therein.

1. **Annual Review of Allotment Fees and Field Rental**

To receive a written report with recommendations therein.

1. **Cleaning Contract**

To receive a report in respect of proposed changes to the cleaning schedule at the Village Centre

1. **Any Other Matters for Information only**
2. **Date of next meeting**

To note that the next meeting of the Finance Committee is scheduled to be held on 20 June 2023.

1. **Exclusion of Press and Public**

**Recommended that** under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

1. **Staffing Matters**

**Public Attendance**

Members of the public are very welcome to attend this meeting. If you would like to make comments or have a view on any item on this Agenda you wish to have taken into consideration, you are invited to write to the Parish Clerk, or contact a Parish Councillor, prior to the meeting.

**Filming and use of Social Media**

During this meeting, the public are permitted to film the Council in the public session of the meeting or to use social media, providing it does not disrupt the meeting. The public gallery should not be filmed. You are encouraged to let the Parish Clerk know in advance if you wish to film. Mobile devises should be switched to silent for the duration of the meeting (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012).