TANGMERE PARISH COUNCIL



 Tangmere Village Centre

 Malcolm Road

 Tangmere PO20 2HS

 0203 904 0980

 clerk@tangmere-pc.gov.uk

**Minutes of Meeting of the Finance Committee**

 **held on 10 January 2023 at Tangmere Village Centre**

**Present:**

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

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Apologies**

122.All Members were present.

**Declarations of Interest**

123.There were no declarations of interest.

**Public participation**

124. There was no public participation.

**Minutes**

125. **Resolved** – that the Minutes of the Finance Committee Meeting held on 1 November 2022 were approved as an accurate record and signed as such by the Chairman subject to the inclusion of sequential numbering.

**Finance**

126. The Parish Council and Village Centre schedules of payments and receipts between 1 November 2022 and 10 January 2023 were received and noted.

127. The bank reconciliations as at 31 December 2022 were received and noted.

128. The income and expenditure and year to date figures for the first nine months of the financial year 2022/23 were received and noted.

129. The Balance Sheet as 31 December 2022 was received and noted.

130. **Resolved** – that:

i) The outstanding balance due to Southern Electric in respect of Street Lighting

be settled in full.

ii) The Clerk to research alternative future providers.

**S106 Funding**

131. Councillor James Stanbridge gave a verbal update on the S106 Funding Meeting with Chichester District Council which had taken place on Friday 6 January 2022. It was noted that the meeting had been extremely positive and had clarified that S106 Funds could be used for project definition work and professional services such as consultants and architects relating to S106 projects. As a guideline it was suggested that these costs should not exceed 10 – 15% of the overall project cost. Chichester District Council agreed to forward revised S106 Funding Contribution Summaries for Community Facilities, Public Art and Sports/Leisure Facilities for Tangmere Parish.

132. It was tabled that there was an interest amount of £843.05 under Sports/Leisure Facilities that needed to be allocated to a project by the end of March 2023. Members considered that this should be used towards the cost of the reinforcement of one of the entrances through the bund at the Recreation Field. At the meeting with Chichester District Council it had been confirmed that these funds could be used for this purpose. It was noted that quotations had been received for delivering this project using different methods. It was identified that the best alternative would be use honeycomb rubber mat and to obtain up to date competitive quotations for delivering the works using this method.

133. **Resolved** – to make the recommendation to Full Council at the meeting on 19 January 2022 that the balance of £843.05 be used towards the cost of reinforcement of the six entrances through the bund at the Recreation Field. Chichester District Council to be advised of the proposed use of the funds before the deadline at the end of March 2022.

134.  **Resolved** – that at the Full Council meeting on 19 January 2022 the Council should agree the prioritisation order for the delivery of the identified S106 projects.

**Budget 2023/24**

135. Members considered a draft budget for the Financial Year 2023/24 and the statement of variation showing the differences between the draft budget for 2023/24 and the agreed budget for 2022/23. It was noted that for the financial years of 2021/22 and 2022/23 the budget setting had factored in transfers from general reserves, however due to the low projected level for general reserves remaining at end of the current financial year this would not be advisable to repeat for the financial year 2023/24. The full amount of the budget would therefore need to be raised from precept. Since the circulation of the draft budget with the supporting papers for the Finance Meeting, the Clerk had received the updated figure for the contribution towards funding for the Community Warden and had amended the baseline budget figure downwards to £99,930 to reflect a reduction of £3400 in the amount due.

136. Following discussions relating to the detail of the budget the following amendments were proposed:

1. An additional £1000 or 10% for budget codes 4046 Grass Cutting, 4047 Tree/Hedge Maintenance and 4048 General Garden Maintenance to be included.
2. The stated income for advertising in the budget be removed as there is currently no clear strategy for the publication of future newsletters.
3. There is currently an expenditure against the cost centres 202/4017 and 204/4017 but no allowance in the budget for 2022/23. £150 to be budgeted in both 202/4017 and 204/4017 for the Annual Budget 2023/24.
4. The cost centre 204/4016 relates to dog waste collection bags. The budget for 2022/23 does not allocate an amount specifically for expenditure on this item. £600 to be budgeted against cost centre 204/4016 in Annual Budget 2023/24.

Members recommended research into alternative products to be undertaken with the aim of controlling and ideally reducing expenditure on this item in future.

1. At closedown of accounts for the current year the balance of Professional Fees - Legal to be moved into an earmarked reserve (but only if sufficient budget remains in current year fund) and to reduce the amount budgeted for 2023/24 to the sum of £4000 as outlined in original budget proposal. This to be reviewed for financial year 2024/25. It was noted that the invoice for recruitment services for new clerk had not yet been received.
2. The Clerk was asked to find out the cost of a contested and uncontested election.

These amendments amount to a total of £3400, therefore bringing the total budget spend for 2023/24 back to the original proposed amount of £103,330. The Clerk advised members that the Parish Council had been notified that the taxbase figure for 2023/24 was 1126.3 representing a slight increase on the taxbase for 2022/23 which was stated as 1109.8.

137. **Resolved** – that the Council is recommended to confirm a budget of £103,330 for the financial year 2023/24 and to set the Council Tax Requirement (Precept) for 2023/24 based on this figure.

**Charge Card**

138. The Clerk was asked to research options for the next Finance Committee meeting.

**Unity Bank**

139. **Resolved** – that the Clerk be added to the list of administrators for Unity Bank.

**Action Points**

140. No action points were raised.

**Any Other Matters for Information Only**

141. There were no other matters.

**Date of Next Meeting**

142. It was noted that the next meeting of the Finance Committee was scheduled to be held on 7 March 2023.

Meeting finished at 9.15pm