TANGMERE PARISH COUNCIL



**Clerk to the Council**

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**FINANCE COMMITTEE MEETING**

**Tuesday 25 April 2023**

Members are hereby summoned to attend a Meeting

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

**7.00pm** on **Tuesday 25 April 2023** at

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

20 April 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 7 March 2023 (circulated with this Agenda).

1. **Finance**
2. To receive and note payments made between 1 March and 31 March 2023 (Appendix I).
3. To receive and note bank reconciliations as at 31 March 2023 (Appendix II).
4. To receive the Income & Expenditure figures to 31 March 2023 (Appendix III).
5. To receive the Balance Sheet as 31 March 2023 (Appendix IV).
6. To note the level of General and Village Centre Reserves as at 31/03/23
7. To note the following dates:

End of Year Closedown - 5 March 2023

Internal Audit – 9 March 2023

1. To note outcome in respect of application for Coronation Celebration Grant.

**Recommended that** balance be funded from CIL monies held by Tangmere Parish Council

1. To consider who should be responsible for payment of Performing Rights Licence Fee.

**Recommended that** with effect from 1 April 2023 Performing Rights Licence Fee is payable by Tangmere Players and should be reimbursed by the Group to Tangmere Parish Council.

1. Works to reinforce bunds at Recreation Field

**Recommended that** the balance of funds for work to reinforce the bunds at Recreation Field be funded through CIL monies held by Tangmere Parish Council.

1. **Finance and Governance Action Plan**

To note the Finance and Governance Action Plan and to consider the following recommendations:

1. Petty Cash

**Recommended that** a petty cash system for the Village Centre be agreed for approval by Full Council on 18 May 2023.

1. Publication Scheme

(See attached Publication Scheme in Appendix V – using NALC model Publication Scheme)

**Recommended that** the new Publication Scheme be agreed for approval and adoption by Full Council on 18 May 2023.

1. Equality and Diversity Policy

(See attached Equality and Diversity Policy in Appendix VI – using NALC model policy).

**Recommended that** the new Equality and Diversity Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Dignity at Work Policy

(See attached Dignity at Work Policy in Appendix VII – using NALC model policy).

**Recommended that** the Dignity at work Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Disciplinary Policy

(See attached Disciplinary Policy in Appendix VIII – using NALC model policy).

**Recommended that** the Disciplinary Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Grievance Policy

(See attached Grievance Policy in Appendix IX – using NALC model policy)

**Recommended that** the Grievance Policy be agreed for approval and adoption by Full Council on 18 May 2023.

1. Financial Scrutineers

**Recommended that** the Chair of the Finance Committee and one other member of the Finance Committee be appointed at the Annual Council Meeting on 18 May 2023 to inspect the accounts on a quarterly basis.

1. **S106 Funding**

To receive verbal update in relation to progress obtaining quotations for the following projects:

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. **Any Other Matters for Information only**
8. **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**

To receive report in relation to staffing matters and to consider recommendations therein.

**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).