TANGMERE PARISH COUNCIL



Tangmere Village Centre

Malcolm Road

Tangmere PO20 2HS

0203 904 0980

[clerk@tangmere-pc.gov.uk](mailto:clerk@tangmere-pc.gov.uk)

**Minutes of Meeting of the Finance Committee**

**held on 25 April 2023 at Tangmere Village Centre**

**Present:**

Councillors Kate Beach, Simon Oakley and Roger Birkett

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Apologies**

172.Apologies for absence were received and accepted from Cllrs Andrew Irwin and James Stanbridge, Chairman of Finance Committee.

173. Cllr Kate Beach was elected as Chairman for the Meeting.

**Declarations of Interest**

174.Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council (WSCC).

**Public participation**

175. There was no public participation.

**Minutes**

176. **Resolved** – that the Minutes of the Finance Committee Meeting held on 7 March 2023 with the inclusion of a minute number reference for the confidential minutes, were approved as an accurate record and signed as such by the Chairman.

**Finance**

177. The Parish Council and Village Centre schedules of payments and receipts between 1 March and 31 March 2023 were received and noted.

178. The Bank Reconciliations at 31 March were received and noted.

179. The Income and Expenditure figures to 31 March 2023 were received and noted.

180. The Balance Sheet as at 31 March 2023 was received and noted.

181. The remaining balances of Parish Council and Village Centre General Reserves were received and noted. The Clerk raised concerns about the low level of General Reserves remaining and the need for careful consideration of expenditure within the stated budget in the new Financial Year. When setting the precept for the next financial year it was noted that the Parish Council would need to carefully consider this deficit and ways of increasing the General Reserve. It was also noted that there is currently no provision in the budget for replacement of or significant repair to existing assets. It was also advised that the Parish Council might need to consider combining the Village Centre and Parish Council General Reserves together. The main reasoning for this was that currently significant major costs attributable to the Village Centre are not represented as such in the accounts namely the salary for the Administrator, the insurance premium and loan interest and repayments for the Public Works Loan Board taken out to fund the extension to the Village Centre.

182. End of Year Closedown

It was noted that the End of Year Closedown was scheduled to take place on 5 May 2023. This was incorrectly stated on the Agenda as being 5 March 2023.

183. Date of Audit

It was noted that the Internal Audit was scheduled to take place on 9 May 2023. This was incorrectly stated on the Agenda as being 9 March 2023.

184. Coronation Celebration Grant

The Clerk advised that an application had been made to Chichester District Council for a Coronation Celebration Grant of £500 towards the cost of an octagonal picnic bench for the Recreation Field. It was noted however that the Parish Council would need to find the balance from its own funds. Members advised that due to the low level of General Reserves remaining the advice would be for the Parish Council not to proceed with the purchase of a new bench at this stage even with the contribution of the Coronation Grant if awarded.

185. Performing Rights Licence Fee

Members considered whether part or all of the Performing Rights Licence Fee should be payable by the Tangmere Players however it was determined that this should continue to be paid by the Parish Council.

186. Works to reinforce bunds at Recreation Field

It was noted that most of the works to reinforce the entrances to the bunds had been undertaken. There had already been positive comments about the benefits of the work. It was resolved to recommend to Parish Council that balance of funds for work to reinforce the bunds at the Recreation Field be funded through CIL monies held by Tangmere Parish Council.

**Finance and Governance Action Plan**

187. Members considered whether to introduce a system of Petty Cash for the Village Centre to meet the cost of small items of expenditure incurred. It was considered that the introduction of a charge card as previously discussed would be the best way forward.

188. Members agreed to defer review of the Publication Scheme, Equality and Diversity Policy, Dignity at Work Policy, Disciplinary Policy and Grievance Policy to Full Council. It was noted that there was some ambiguity in the Scheme of Delegation as to the role of the Finance Committee in the review of policy documents.

189. Financial Scrutineers

The Clerk highlighted the importance of regular review of the accounts on at least a quarterly basis by someone other than the Chairmans of the Parish Council and Village Centre Committee. It was advised that the Chair of the Finance Committee and one other member of the Finance Committee be appointed at Full Council as financial scrutineers to inspect the accounts on a quarterly basis.

**S106 Funding**

190. Village Centre Sustainability Project

It was advised that to date two quotations had been received for air source heat pumps and three quotations for ground source heat pumps.

191. Drainage System for Recreation Field

It was noted that an application had been submitted to Chichester District Council for the release of S106 Sport and Leisure Funds for £3726 to finance a Feasibility Study and Soakaway Assessment.

192. Changing Rooms, Toilet and Shower Facilities at Village Centre

Two potential plans and layouts have been obtained for the changing rooms, toilet and shower facilities at the Village Centre. It was noted that initial estimates for costings of the works were in the region of £110,000 to £125,000. It had not yet been possible to obtain a third quotation. Members were still determining what might be required in terms of internal layout to accommodate teams.

193. Village Centre Car Park

It was noted that an application had been submitted to Chichester District Council for the release of S106 Community Facilities funds to finance Planning and Tendering Consultancy works as agreed by Full Council.

194. Youth Hall Kitchenette

Three competitive quotations were being sought for the drainage and internal layout of the kitchenette in the Youth Hall.

195. Public Art

Members considered whether the Parish Council could have a stall at the Summer Fair from which the public could be canvassed for ideas on potential projects for funding using the S106 Public Art allocation.

**Any Other Matters for Information only**

196. It was advised that the grounds contractors had scheduled to cut the grass on the Recreation Field in time for the Coronation Picnic to be held on 8th May 2023.

197. Cllr Simon Oakley asked whether a weed kill had been scheduled for the Recreation Field.

**Date of the Next Meeting**

198. It was noted that the Meeting of the next Finance Committee meeting was scheduled to be held on 20April 2023.

**Exclusion of Press and Public**

199. **Resolved 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.

200. **Staffing Matters**

Meeting ended at 9.15pm

Signed ………………………………………………… Chairman of Committee

Date …………………………