

TANGMERE PARISH COUNCIL



Tangmere Village Centre
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Finance Committee

Minutes of Meeting of the Finance Committee
held on 28 November 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

249. Councillor Trevor Ware sent his apologies as he had preexisting commitments as Father Christmas.

Declarations of Interest

250. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of West Sussex County Council (WSSC).

Income & Expenditure

251. Members received and noted the income and expenditure figures for the Parish Council and Village Centre for November 2023.

Payments above £500

252. A schedule of the payments above £500 made in November 2023 was received and noted.

Budget 2023/24

253. Members noted and approved budget overspends in the following nominal code/cost centres:

- 301/4037 Cricket Square Maintenance to cover the hire of an aerator.
- 101/4056 Other Professional Fees
- 101/4042 Small Tools/Equipment to cover the cost of a replacement CCTV recorder/and replacement camera(s)

It was determined to reflect these in the Budget 2023/24 as overspends rather than to make virements between budget/cost centres.

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Interim Internal Audit Report

254. The Interim Internal Audit Report for the Year Ending 31 March 2024 was received and noted. The Internal Audit was carried out on 6 December 2023.

Projects

255. An update report was received in respect of any new issues relating to the following projects:

- i) Changing Rooms – S106 Sports & Leisure
- ii) Car Park – S106 Community Facilities
- iii) Kitchenette – S106 Community Facilities
- iv) Storage Cupboard in Community Hall – CIL
- v) Stage Flooring and Stage Lights
- vi) Painting of Stage Flooring and Boxing in for Air Source Heat Pump

UKEP and REPF Applications

256

- i) It was noted that an Introductory Meeting with CDC to explore projects which might be supported by these funding sources had been held on 30 November at 10.00am.
- ii) Members noted the decisions made at the Full Parish Council Meeting held on 23 November 2023 to determine the authorisation and process for preparation and authority for funding applications for those projects where the Council can meet the match funding requirements.
- iii) It was determined to progress applications for the following projects:
 - o Phase Two Air Source Heat Pumps
 - o Stage Flooring
 - o Outdoor Space for Teddy Wilfs Nursery

Date of Next Meeting

257. It was noted that the next Finance Committee Meeting is scheduled for 20 February 2024.

Exclusion of the Press and Public

258. **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.

Teddy Wilfs Contract

259. Teddy Wilfs proposes to extend the Nursery provision provided from the Village Centre to introduce an under 2's room to operate from the Community Hall. This to commence either in the Summer Term or Winter Term 2024 (to be advised).

Hall and Recreation Facilities Hire Fee Proposal

260. The Hall and Recreation Facilities Hire Fee Proposal Report was noted. It was proposed that a 5% fee increase (rounded) be applied overall except for regular commercial rate hall users for whom the rate will remain the same. For the majority of standard Hall and

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Recreation facilities fees this will be rounded down to nearest 25p where possible, any exceptions will be notified directly to affected hall users. New fees to be applied for the Community Hall which will have a kitchenette for use by hirers from beginning March 2024.

Draft Budget

261. A baseline budget for 2024/25 was agreed for final working and determination at the Full Parish Council meeting to be held on 11 January 2024.

This baseline budget and an accompanying report showing the effect of different percentage increases on the budget and precept for 2023/34 was circulated to all members following this meeting to enable sufficient time for members to study the documents in advance of the Full Parish Council Meeting.

Meeting ended 9.54pm

Signed Chairman of Committee

Date