TANGMERE PARISH COUNCIL



Tangmere Village Centre

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**Finance Committee**

Minutes of Meeting of the Finance Committee

held on 30 April 2024 at Tangmere Village Centre

**Present:**

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

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Apologies**

273.All members were present.

**Declarations of Interest**

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

**Minutes**

275. The minutes of the Finance Committee held on 20 February 2024 were approved and signed as an accurate record of the Meeting.

**Income & Expenditure**

276. Members received and noted the income and expenditure figures for the Parish Council and Village Centre until end March 2024.

**Payments above £500**

277. A schedule of the payments above £500 made until end March 2024 was received and noted.

**Payment Schedule for Financial Year 2024/25**

278. Members had been circulated a copy of the Schedule of Payments for Financial Year 2024/25. It was noted that with exception of when there was a clash with scheduled holidays or Public Holidays such as Christmas, payments would be processed on 1st and 3rd Tuesday of each calendar month.

**Financial Reporting**

279. Members agreed that the Clerk would circulate the following documents for the different meetings:

|  |  |
| --- | --- |
| Meeting | Documents |
| Full Parish Council | Balance Sheet  Lists of Payments and Receipts for Parish Council and Village Centre with  items above £500 identified therein  Clerk & RFO to also give verbal update from Bank Account |
| Environment Committee | Income and Expenditure detail relevant to Environment Committee  Budget detail relevant to Environment Committee |
| Village Centre Committee | Income and Expenditure detail relevant to Village Centre  List of Receipts and Payments for Village Centre |
| Finance Committee | Income and Expenditure Reports  Budget  Balance Sheet  Supporting Financial Reports as required for Agenda Items |
| Financial Scrutineers | Cashbook Reports for Village Centre and Parish Centre  Invoices  Bank Statements  Earmarked Reserve Summary Report  Balance Sheet  Income and Expenditure Report |
| TAAG | List of Receipts and Payments for Allotments |

**VAT**

280. It was confirmed that when the amount of outstanding VAT reached £10,000 then a VAT return would be submitted. This would be especially important when larger projects were being undertaken. It was noted that there would need to be consideration taken as to where funds were held and processes for transferal when larger projects were being undertaken.

**End of Year Closedown and Audit**

281.

1. It was noted that the End of Year Closedown was scheduled for 15 May 2024.
2. It was noted that the End of Year Internal Audit is scheduled for 20 May 2024.
3. Members had been circulated a report on the End of Year Closedown and Audit processes and the timescales involved.

**Earmarked Reserves**

282. The following actions were agreed in respect of the earmarked reserves for end of Financial Year 2023/24.

|  |  |  |  |
| --- | --- | --- | --- |
| EMR | START BALANCE  01/04/23 | ACTION | END BALANCE  31/03/24 |
| 320 EMR Youth Services | £1450 | Remaining balance of £1450 to be transferred to General Reserves | £0 |
| 324 EMR Allotments | £1475.12 | At end 2022/23 underspend in allotment budget was £424 but no transfer was made into EMR.  At end 2023/24 there was an overspend in allotment budget of £830  Net Transfer to be made from EMR Allotments to General Reserve = £406 | £1069.12 |
| 341 EMR Professional Fees | £0 | Total Amount in budget for Professional Fees = £6500  broken down as follows:  4056 Prof Fees – Legal  Budget £4000 Spend £422  4057 Prof Fees – Audit  Budget £1000 Spend £808  4058 Prof Fees – General  Budget £1500 Spend £2403  Total Budget = £6500  Total Spend = £3633  Balance remaining at end of Financial Year 2023 – 2024 to be transferred to EMR Professional Fees =  £2867 | £2867 |
| 332 EMR Tennis | £579.20 | Balance to remain in Earmarked reserves for future decision as to where it will be allocated. |  |

**Projects**

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

1. Car Park – S106 Community Facilities

Nine expressions of interest in tendering had been made to the Clerk through the public tendering portal and tender documents had been sent out to all contractors. Once the end of tender period had been reached, the completed tenders would be evaluated by the consultants followed by a meeting with the Parish Council to present the results. To date one completed tender document had been received with the price at a similar level to those received previously. During site visits from contractors it had been suggested that using hexagonal matting with aggregate or scraping off and relaying aggregate were both cost saving measure to resurface the carpark.

1. Changing Rooms – S106 Sports & Leisure

It was noted that the S106 Sports & Leisure Funding Application had been successful for architect design services. The architects were due to come to the Village Centre on 7th May 2024 to progress with drawing up the plans for the remodelling of the changing room area.

1. Outdoor Space for Nursery – Levelling up Fund/CIL

It was reported that the application for funding from REPF to deliver this project had been approved. This to be 80% of the total cost of the project with the remaining 20% as previously agreed to come from CIL reserves. This project to be progressed for completion ideally in early June 2024.

1. Phase Two – Air Source Heat Pumps – REPF Application

It was reported that unfortunately the REPF application to install a further ASHP to supply heat and hot water to the main section of the Village Centre had been unsuccessful.

1. Stage Flooring – REPF Application

It was noted that the REPF application to install new flooring to the stage had been unsuccessful. The Parish Council to liaise further with the Tangmere Drama Group as to possible solutions to delivering these works.

1. Replacement CCTV recorder and cameras – Precept/General Reserves

Due to a failure of the existing CCTV system it has been necessary to replace the CCTV recorder and also several of the cameras which had failed due to water ingress. It was noted that the final expenditure will exceed the balance remaining in the budget for equipment maintenance.

1. Memorial Gardens – 80th Anniversary ‘D’ Day – S106 Public Art

These works are being progressed in time for 80th Anniversary ‘D’ Day celebrations under the direction of Kate Viner, appointed art advisor.

It was agreed that once the Memorial Garden project had been completed then there would need to be a meeting arranged with the full Parish Council to look at options for future projects to deliver.

**Items for Next Meeting**

284. Funding for Garden Maintenance Works.

**Date of Next Meeting**

285. It was noted that the next Finance Committee Meeting was scheduled for 2 July 2024.

286. An extra Full Parish Council Meeting has been scheduled for 18 June 2024 to include approval of the AGAR. This meeting to precede the Environment Committee Meeting.

287. A meeting has been scheduled for 12 June 2024 to receive a presentation from the Consultants in respect of the car park resurfacing project. Any recommendations from this meeting to be considered at the Full Parish Council Meeting on 18 June 2024,

Meeting ended 8.30pm

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

Date …………………………