

TANGMERE PARISH COUNCIL



Finance Committee

Minutes of Meeting of the Finance Committee
held on 2 July 2024 at Tangmere Village Centre

Present:

Councillors James Stanbridge (Chair), Andrew Irwin and Roger Birkett

In attendance:

Caroline Davison – Parish Clerk and RFO

Apologies

001/24. Apologies had been received from Councillors Kate Beach & Simon Oakley.

Election of Chair

002/24. Councillor Roger Birkett proposed Councillor James Stanbridge as Chair and Councillor Andrew Irwin seconded the proposal. Councillor Stanbridge was duly elected as Chair for the municipal year.

Election of Vice-Chair

003/24. Councillor Roger Birkett proposed Councillor Andrew Irwin as Vice-Chair and Councillor James Stanbridge seconded the proposal. Councillor Irwin was duly elected as Vice-Chair for the municipal year.

Declarations of Interest

004/24. No declarations of interest were declared.

Minutes

005/24. The minutes of the Finance Committee held on 30 April 2024 were approved and duly signed as an accurate record of the Meeting.

Income & Expenditure

006/24. Members received and noted the income and expenditure figures for the Parish Council and Village Centre until end June 2024.

Payments above £500

007/24. A schedule of the payments above £500 made until end June 2024 was received and noted.

Balance Sheet

008/24. Members received and noted the Balance Sheet to end June 2024.

Date for Financial Scrutiny of Income and Expenditure

009/24. Councillors Simon Oakley and James Stanbridge were confirmed as the financial scrutineers for the municipal year.

010/24. The Clerk was asked to liaise with the Financial Scrutineers to agree a date for them to scrutinise the payments and receipts from the first quarter of the Financial Year 2024-25.

External Audit

011/24. It was noted that the paperwork for the External Audit had been submitted to the External Auditor within the statutory deadline and Notice of Public Rights and Publication of unaudited AGAR published with the relevant sections of the AGAR on the website and Parish Council noticeboard.

Projects

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

012/24. Car Park – S106 Community Facilities

It was noted that the consultants were in the process of liaising with the three shortlisted contractors to obtain further information including D&B Scores and case studies of similar projects including surfacing and servicing projects with local authorities. They have also been asked to look at each contractor on Companies House and to consider their filing history and check latest financial statements. In addition, the Parish Council had requested information as to when if instructed the contractor could commence delivery of the project. This information had been requested back by Wednesday 10 July in time for the Full Parish Council Meeting to be held on 11 July 2024.

It was agreed that it was important to progress with making a decision as to the preferred contractor as soon as practically possible and Members agreed that this should be put on the Agenda for the Full Parish Council Meeting to be held on 11 July 2024. To facilitate the decision it was also agreed to hold a meeting prior to the Full Parish Council meeting to discuss the additional information from the consultants and to use this to evaluate the preferred contractor.

013/24. Changing Rooms – S106 Sports & Leisure

It was noted that the Asbestos Survey had been undertaken and a Drainage Survey was scheduled to be carried out on 9 July 2024.

014/24. Outdoor Space for Nursery – Levelling up Fund/CIL

It was advised that the works to develop the Outdoor Space for the Nursery had been started with the fencing now erected however the installation of the artificial turf had been delayed. It was hoped however that weather permitting this would be completed in the next seven days

Small Projects

015/24. Flagpole and Flag for Village

The Finance Committee agreed to recommend to Full Council that a new Flagpole be erected outside the Village Centre using CIL funding. This to be installed prior to any

upcoming twinning celebrations.

016/24. Pergola in Community Orchard

Concern had been raised that the pergola in the Community Orchard was leaning at an angle and as such might present a safety issue. The Council's Ground Maintenance Contractor had undertaken a safety check and had reported that there were no immediate safety concerns. It was agreed to look at the cost of replacement of the pergola, options for how this can be undertaken and by whom and funding options.

017/24. Storage Container for Scouts

It was reported that the Scouts have requested storage space at the Village Centre. Tangmere Scouts now runs three weekly sessions for different age groups from the Village Centre. The Parish Council have two options to facilitate this request. The first of these is to install a storage container near to the garages or the second is to make space in the garages. The second option was the recommendation of the Finance Committee to Full Council.

018/24. Soundproofing for Community Hall

It was reported that there was a considerable amount of echoing in the Community Hall which had not been considered as an issue when undertaking the recent alterations. Whilst lifting or covering the parquet floor to soundproof the floor was not a desired option it was agreed to research whether the roof, as in the Small Hall, or the walls could be insulated to help remediate the problem.

019/24. Village Gateway

Members of the Finance Committee considered that it would be desirable to look at the installation of a gateway along the Tangmere Road from Oving to Tangmere. It was considered the options would be to deliver this using S106 Public Art funding or through CIL funding.

Dukes Meadow Playground and Open Spaces

020/24. The Finance Committee considered the proposal from Dukes Meadow for the Parish Council to take over the management and maintenance of the Dukes Meadow Playground and Open Spaces.

The Finance Committee determined that its recommendation to Full Parish Council would be not to progress with this as they would not be able to increase the precept to cover the cost of the maintenance (£7,000 in maintenance costs represent an increase in precept in the region of 6%) and that also it could set a precedence.

Items for Next Meeting

021/24. Funding for Garden Maintenance Works.

Date of Next Meeting

022/24. It was noted that the next Finance Committee meeting was scheduled to take place on 3 September 2024.

Meeting ended 8.33pm

Signed Chairman of Committee

Date