

**No meeting December**

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **AGENDAS**

**You are invited to attend the above meeting of Sompting Parish Council  
to be held on Wednesday, 27<sup>th</sup> November 2013, commencing at 7:00 p.m. at  
Harriet Johnson Centre, Loose Lane, Sompting.**

### **AGENDA**

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 4 **Items not on the Agenda that the Chairman is of the opinion should be considered urgently.**
- 5 **Review of Parish Council Staff pay and condition of service:**

*“In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.  
Reason: This item will discuss staff pay and conditions of service which is of a personal nature and confidential.”*

Under Standing Orders, every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. The committee is to undertake the review and resolve on their findings. Any improvement resolved on may need to be reflected during item 8 below. A confidential report will be issued before the meeting.

- 6 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.

- 7 **List of payments for approval:** To approve list of payments and note bank balance and note that the list may be revised at the meeting due to late invoices.
- 8 **Committee budget 2014/15:** To consider the budget sheets issued at Full Council, informing the Clerk of any changes required. To resolve approval on the final stage of budget preparation.
- 9 **Proposed changes to reserves:** The committee is to consider the Clerk's report on his proposed changes to reserves and resolve on its recommendation

David Porter, Clerk to the Council

Dated: 19/11/2013

**23<sup>rd</sup> October 2013 - cancelled**

**25<sup>th</sup> September 2013**

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 4 **Items not on the Agenda that the Chairman is of the opinion should be considered urgently.**
- 5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 6 **Salary increases for Parish staff:** Staff employed by the council are to receive a pay rise back dated to 1<sup>st</sup> April 2013. Please refer to Clerk's report for details. The committee is to resolve on the recommendation in the Clerk's report.
- 7 **Grant application:** The Queen Alexandra Hospital Home and Central and South Sussex CAB have made an application for grant. The committee is to resolve on the applications and the funds to be donated. The Clerk will present applications.
- 8 **List of payments for approval:** To approve list of payments and note bank balance and that the list may be revised at the meeting due to late invoices.
- 9 **Vat duty repayment claim 2012/13:** The vat duty repayment of £ 8,994.89 for the year 2012/13 has been received and has been placed in account number 81393103. The committee is to resolve acceptance of this notification by the Clerk.
- 10 **Approval to use reserves:** The Centre Committee were informed that dry rot has been found at the Centre. Heritage quoted £5860 + vat to rectify the problem. The Council will have to do some work themselves externally. There is no budget for this work and as the work needed to be done as quickly as possible, the committee, on the agreement of the Chairman of Finance and General Purposes Committee, ordered the work to be done with the funding coming from reserves.

This committee is to resolve approval to the agreement by the Finance and General Purposes committee's chairman that funding will be found from the Council's reserves.

- 11 **Committee budget 2014/15:** To consider the budget sheets for this committee, informing the Clerk of any changes required. To resolve approval on the first stage of budget preparation.
- 12 **Contract for recreation ground toilets:** The Clerk presented to the Amenities and Environment Committee the quotation from Wettons Ltd to unlock by 08.30am, cleanse, supply and replenish consumables ie toilet roll and wallgate soap and lock 16.00 in Winter and 18.00 Summer 7 days per week all year round: Annual Charge would be £3914.89 + vat. This has been approved by the Amenities and Environment Committee. The contract is a rolling contract with 3 month cancellation clause. This committee is to resolve on entering into the contract.

24<sup>th</sup> July 2013

- 1 **Apologies and reasons for absence**
- 2 **Declarations of interest by councillors on any of the agenda items below**
- 3 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 4 **Items not on the Agenda that the Chairman is of the opinion should be considered urgently.**
- 5 **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 6 **Internal audit report:** To receive the report and to resolve on the recommendations
- 7 **Grant application:** Victim Support have made an application for grant. The committee is to resolve on the application. The Clerk will present application.
- 8 **List of payments for approval:** To approve list of payments and note bank balance. The list includes those payments made prior to June meeting which was cancelled. The list includes payments for the festival and the list may be revised at the meeting due to late invoices.
- 9 **Festival cash payments:** The committee is requested to approve retrospectively the cash payments made for the festival bands via Cllr B Mear. This was a recommendation made by Amenities and Environment committee.
- 10 **Office Assistant post:** The Clerk will present his report on this post and the post holder.
- 11 **Boiler change:** The Clerk requests authorisation to a one-off change of the Financial Regulations on the number of estimates required for this work. The Clerk will present the report.

24<sup>th</sup> June 2013 – CANCELLED BY CHAIRMAN

23rd May 2013

- 1 **Election of Chairman**

- 2        **Election of Vice-Chairman**
- 3        **Apologies and reasons for absence**
- 4        **Declarations of interest by councillors on any of the agenda items below**
- 5        **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 6        **Public participation:** The public have a Right and are welcome to attend all council meetings and an opportunity is provided at the meeting to ask questions. However, the public may be excluded for the whole or part of a meeting if the agenda states what business is going to be considered during the exclusion and only if the council resolves to exclude the public for those items clearly stating the reason for the exclusion.
- 7        **Asset Register 2013:** The current asset register is presented and the committee is asked to approve.
- 8        **Annual Council Insurance:** The committee is to consider the renewal papers submitted by the insurer Came and company and with the Clerk presenting any changes to the cover approve the
- 9        **List of payments for approval:** To approve list of payments. Bank balance will be given at meeting
- 10       **List of budget allocations to other committees:** Following AGM's revision of terms of reference budget allocations to be approved.

**Bank balance at 30<sup>th</sup> April 2013: £ 165,900.94**

**PAYMENTS FOR RATIFICATION**

BP	HMRC	2012/13 tax etc	£ 2450.34
BP	Clerk	Salary april	£ xxxx
BP	Centre Manager	Salary april	£ xxxx
BP	Assistant Clerk	Salary april	£ xxxx
DD	BGas	Office gas	£ 126.10
DD	BGas	Centre gas	£ 344.50
DD	Adur District Council	Rates april	£ 159.00
DD	Adur District Council	Rates May	£ 162.00

**PAYMENTS FOR APPROVAL**

101301	Pip Services Southern Ltd	Cleaning materials	£ 51.78
101302	Pat Perspective Ltd	Pat testing	£ 83.52
BP	D Porter	Various purchases	£ 44.43
BP	S Williams	Keys cut	£ 4.99
BP	D Porter	Emergency phone*	£ 27.98
BP	Premier domestic services	Cent cleaning april	£ 242.00