

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 25th November 2015, 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 6 **Verification of bank account and reconciliation statements:** Clerk to report on any differences. Cllr Wood or Cllr Smith to sign-off all reconciliation statements, transfers and the bank statements.
- 7 **Expenses policy:** To receive Clerk's report and action accordingly
- 8 **Work Place Pension:** To receive Clerk's report and action accordingly
- 9 **Salc and Nalc subscription 2016/17:** To receive information from SALC regarding subscriptions.
- 10 **Council's ear-marked reserves:** To receive the Clerk's report on the reserves held by the Council and note financial level when consider item on the proposed budgets 2016/17 and 17/18.
- 11 **Recommendations made by committees for use of reserves:** Members are to consider the Clerk's report on the recommendations made by committees.
- 12 **Caretaker/Cleaner workload position:** Members are to receive the Clerk's report on the current position of workload for the post holder and to resolve on the recommendations made to solve the current position.
- 13 **F&GP proposed 2016/17 and 17/18 budgets:** Members are to consider the latest budget bids for this committee and amend /confirm bids.
- 14 **Proposed 2016_17 and 2017_18 budgets and precept:** Members are to receive and consider proposed budget figures for the next two years for whole council. Members are to refer to the items previously considered above. Members are to consider the Clerk's suggested methods of funding the 2016/17 budget and resolve on the recommendation on the budget and precept level to be made to Full Council.

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 28th October 2015, commencing at 7.00 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

AGENDA Apologies and reasons for absence

- 1
- 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 6 **Verification of bank account and reconciliation statements:** Clerk to report on any differences. Cllr Wood or Cllr Smith to sign-off all reconciliation statements against the bank statements.
- 7 **2015_16 budget expenditure and receipts report:** To consider the Council's budget expenditure and receipts report from Clerk.
- 8 **Proposed 2016_17 and 2017_18 budgets with list of new items:** Members are to receive and consider proposed budget figures for the next two years. Members are to receive a list of new items suggested by the officers with estimated budgets if known, for consideration.
- 9 **Resolution from Full Council regarding planter clearance:** This committee is to note the resolution made at Full Council to accept the quotation by Ed's Garden Services for the sum of £ 450.00.
- 10 **Change of Direct Debit figure – Eon:** The committee is to note that the direct debit sum to be requested for payment by Eon for the supply of electricity to the office has changed from £ 26.00 to £ 42.00 per month. The first request made for payment occurred this month.
- 11 **The Sir Robert Woodard Cricket Academy grant:** Members will have received a copy of the letter from the Academy regarding financial assistance for the cricket teams. Members are requested to consider this request and resolve accordingly.

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 23rd September 2015, 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 **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.
- 5 **Caretaker/Cleaner position:** Interviews have been held and Clerk to inform members of result
- 6 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 7 **Verification of bank account and reconciliation statements:** Clerk to report on any differences. Cllr Wood or Cllr Smith to sign-off all reconciliation statements against the bank statements.
- 8 **2015_16 budget expenditure and receipts report:** To consider the Council's budget expenditure and receipts report from Clerk.
- 9 **Proposed 2016_17 and 2017_18 budgets with list of new items:** Members are to receive and consider proposed budget figures for the next two years. Members are to receive a list of new items suggested by the officers with estimated budgets if known, for consideration.

David Porter, Clerk to the Council

Dated: 16/09/2015

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 22nd July 2015, 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices. To sign-off the reconciliation statements against the bank statements
- 6 **Budget expenditure and receipts report:** To consider the Council's budget expenditure and receipts report from Clerk.
- 7 **Proposed Centre Manager's budget expenditure delegation:** Members are to consider the Clerk's report and resolve accordingly. Any subsequent change required to the existing Standing Orders and Financial Regulations will be presented to Full Council in September for approval.
- 8 **CONFIDENTIAL Item: The press and public are excluded for this item as it discusses terms of service of employees.**

Caretaker/Cleaner position: Members are to discuss the proposed new position of Caretaker./Cleaner and resolve on the recommendations within the Clerk's report. The report and the draft job description will be used to confirm the resolutions made.
- 9 **CONFIDENTIAL Item: The press and public are excluded for this item as it discusses terms of service of employees.**

Revised staff contracts and job descriptions: There is a need to issue new contracts and revised job descriptions for Council staff. Members are to consider the Clerk's report and resolve accordingly.
- 10 **CONFIDENTIAL Item: The press and public are excluded for this item as it discusses terms of service of employees.**

Payment for Clerk's extra hours. Members are requested to consider the report and resolve accordingly

Wednesday, 24th June 2015, 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 6 **Caretaker/Cleaner position:** This item is for information only. Following a request by members, the Clerk has derived a draft job description for the position. This will be presented to the Centre and Amenities and Environment committees as the proposed job activity crosses both committees. Funding for the position is to be achieved through budget virement. Following consideration by the two committees above, this committee will be presented a full report for resolution.

Wednesday, 27th May 2015

AGENDA

- 1 **Election of Chairman and Vice Chair**
- 2 **Apologies and reasons for absence**
- 3 **Declarations of interest by councillors on any of the agenda items below**
- 4 **Request for DPI Dispensations:** Any request for dispensation to be made now and Council decide whether the request is agreed
- 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 **Grant application:** The Council has received an application from 1st Sompting Scouts for the sum of £ 1,000. The application is presented to members following the action required by Full Council last. The reason being that the scouts did not present bank statements and there were questions raised as to whether the Council was paying for the scouts through the Festival budget as well as a grant. Members are to consider the application and resolve on its findings.
- 7 **Renewal of Council Insurance:** To receive the renewal information for the Council's insurance and resolve accordingly
- 8 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

You are summoned to attend the above meeting of Sompting Parish Council

to be held on Wednesday, 22nd April 2015, 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 **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.

5 **Salary adjustments:** To receive the Clerk's report on final adjustments to salaries for tax year 2014/15 and approve.

6 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.

7 **Recommendation by Centre committee – purchase of sheds:**

The Centre is suffering from a lack of storage especially now the back room is to be used for the IT Inclusion. The proposal considered by the committee is to replace the existing shed, which is now financially uneconomic to repair, and to purchase a new shed for additional storage.

However, following consideration by the committee it has been decided to purchase one shed from Meakers and review the storage problem.

The Centre Manager is obtaining full prices from Meakers following a site inspection. If however, the prices are not confirmed in time the Clerk suggests rounding off the estimated prices for this resolution.

The recommendation to Finance and General Purposes committee is to release from the Centre ear marked reserves funding of £1,000.00.

This committee is to consider the recommendation and resolve on its findings.

8 **Grant application:** The Council has received an application from Victim Support for the sum of £ 100.00 The application will be presented to members at the meeting for consideration and resolution.

**David Porter, Clerk to the Council
2015**

Dated: 17th April

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

on Wednesday, 25th March 2015, 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 6 **Service Agreement for 7A:** To approve the payment from transportation earmarked reserve the sum of £3,000.00 to be paid monthly at £ 500.00. The committee should note that the Council has received the sum of £ 500.00 from Sompting Big Local.
- 7 **Confidential Report: Public are to be excluded from this item as it discusses staff financial payments.** The Clerk will present the report.

David Porter, Clerk to the Council

Dated: 18th Mar 2015

Wednesday, 25th February 2015, 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 **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.
- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.

David Porter, Clerk to the Council
2015

Dated: 18th February

**Wednesday, 28th January 2015, 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 **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.

- 5 **List of payments for approval:** To approve list of payments and note bank balance. The list to be issued at the meeting due to late invoices.
- 6 **Treasurers' Account:** The committee to receive the Clerk's report recommending the opening of a Treasurers' Account with Nationwide Building Society. Members are requested to resolve accordingly.
- 7 **THIS REPORT IS TO BE CONFIDENTIAL AND THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM THE MEETING DURING THIS ITEM'S DISCUSSION. REASON: THE REPORT HOLDS PERSONAL FINANCIAL DETAILS OF MEMBERS OF STAFF**

National Salary Award: Members are to receive the Clerk's report and resolve accordingly

**David Porter, Clerk to the Council
2015**

Dated: 15th January

