

# FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 23<sup>rd</sup> November 2016, 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     **Minutes:** To receive the unconfirmed minutes of 26<sup>th</sup> October 2016 and approve as a true record
- 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     **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. Any income received is added at end of payments. TO BE ISSUED AT THE MEETING.
- 7     **Budget Virements:** To confirm budget virements if found necessary. Report at meeting.
- 8     **Council budget 2017/18:** Members are to receive the RFO's report and resolve on the budget 2017/18. Documents presented at meeting
- 9     **Council precept 2017/18:** Members to consider the RFO's report and resolve on a precept recommendation to Full Council in December 2016. Document presented at meeting.
- 10    **Reports by Clerk:** The Clerk will inform members of any reports at the meeting.
- 10    Meeting ends
- Items for future discussion by Council, committees or Emergency Consultation Panel:**  
Council to agree where these items are to be discussed and the priority.

David Porter, Clerk to the Council  
17/11/2016

Dated:

## FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 26<sup>th</sup> October 2016, 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 **Minutes:** To receive the unconfirmed minutes of 28<sup>th</sup> September 2016 and approve as a true record
- 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 **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. Any income received is added at end of payments.
- 7 **Verification of bank account and reconciliation statements (Sept 16):** Cllr Lewis to sign-off all reconciliation statements, transfers and the bank statements. Members to refer to Clerk's report if adjustments are to be reported. Documents at meeting
  
- F&GP Budget 2016/17:** The RFO will report on this committee's income and expenditure during the year.
- 8 Documents presented at meeting
  
- 9 **Budget Virements:** To confirm the budget virements approved at Full Council 12<sup>th</sup> October 2016. Report at meeting.

- 10 **Committee budget bids for 2017/18 and 18/19:** Members are to receive the RFO's report and resolve on bids. Documents presented at meeting

**MEETING ENDS**

**Items for future discussion by Council, committees or Emergency Consultation Panel:**  
Council to agree where these items are to be discussed and the priority.

**David Porter, Clerk to the Council**  
**19/10/2016**

**Dated:**

Dear Sir/Madam,

**Wednesday, 27<sup>th</sup> July 2016, 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 **Minutes:** To receive the unconfirmed minutes of 22<sup>nd</sup> June 2016 and approve as a true record
- 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 **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. Any income received is added at end of payments.
- 7 **Verification of bank account and reconciliation statements:** Cllr Lewis to sign-off all reconciliation statements, transfers and the bank statements. Members to refer to Clerk's report if adjustments are to be reported.
- 8 **F&GP Budget 2016/17:** The RFO will report on this committee's income and expenditure during the year.

- 9      **Council Budget 2016/17:** The RFO will report on this committee's income and expenditure and reserves during the year.
- 10     **Budget re-allocations:** Arising from the 13<sup>th</sup> July Full Council it was resolved to re-allocate budgets from the Communication committee. Members are to consider the RFO's report and resolve as appropriate.
- 11     **Budget Virements:** The RFO to present any Council committee virements for approval
- 12     **Caretaker position:** Cllr Godley is to present the current position regarding the caretaker position that was discussed at 20<sup>th</sup> July Centre committee. Members are to receive a report from the Centre Manager giving the recommended resolutions of the Centre committee and resolve on any matters raised.

**MEETING ENDS**

**Items for future discussion by Council, committees or Emergency Consultation Panel:**  
Council to agree where these items are to be discussed and the priority.

**David Porter, Clerk to the Council**  
**20/07/2016**

**Dated:**

## **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**Wednesday, 22<sup>nd</sup> June 2016, 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. Any income received is added at end of payments.

- 6     **Verification of bank account and reconciliation statements:** Cllr Lewis to sign-off all reconciliation statements, transfers and the bank statements. Documents cover April and May 2016. Members to refer to Clerk's report if adjustments are to be reported.
- 7     **Grant application:** The Council has received a grant application from Mrs Mason of Sompting Carers Support. This is a new group to be formed in Sompting. Presently there is no group. The grant will enable the new group to get started, adverts, hiring of Harriet Johnson Centre. The application form will be presented at the meeting. The grant requested is for £200. Please note the Council gives a reduced fee for hiring of the Centre for start-up groups.
- Members are requested to resolve on the grant to be given.
- 8     **Sompting Festival:** Cllr Mear to present the list of suppliers and their charges that exceed £500.00. On receipt, members are to resolve to waive the requirement for three quotes for these listed items.
- 9     **F&GP Budget 2016/17:** The RFO will report on this committee's income and expenditure during the year.
- 10    **National Pay Award:** The Council has been informed of the pay award for staff to be back dated to 1<sup>st</sup> April 2016 and that agreed for 2017. The staff salaries for June will reflect the award.

**David Porter, Clerk to the Council**  
**16/6/2016**

**Dated:**

## **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**Wednesday, 25<sup>th</sup> May 2016, commencing at 7.00 p.m. at**

**Harriet Johnson Centre, Loose Lane, Sompting.**

### **AGENDA**

- 1     **Election of Chairman and Vice Chair**

- 2 **Councillor to be chosen to verify bank balances etc**
- 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 **Renewal of Council Insurance:** To receive the renewal information for the Council's insurance from the Clerk and resolve accordingly
- 8 **Annual Return 2015/16 to external auditor:** The Internal Audit of the Council's financial dealings of the year 2015/16 has been completed and the Annual Return signed off ready for the External Auditor to view and report upon. A copy of the document will be issued at the meeting. Members are to resolve approval for the document to be sent to the external auditor.  
  
The internal auditor's report will be presented to this committee when received with the view to consider and respond on any issues raised by the auditor.
- 9 **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. Any income received is added at end of payments.
- 10 **Verification of bank account and reconciliation statements:** The agreed councillor to sign-off all reconciliation statements, transfers and the bank statements. Members to refer to Clerk's report if adjustments are to be reported.
- 11 **F&GP Budget 2016/17:** Members will receive at the meeting a copy of the committee's budget heads and budgets. The RFO will report on this committee's income and expenditure during the year.

**David Porter, Clerk to the Council  
17/5/2016**

**Dated:**

## **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**Wednesday, 23<sup>rd</sup> March 2016, 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 **Repayment of part grant received for Neighbourhood Plan:** Members to **note** that the Council did not spend the total grant received for the continuation of the Neighbourhood Plan (£ 7975.00) and that  
  
£ 865.81 is to be paid back. Details of expenditure will be given at the meeting.
- 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, transfers and the bank statements. Members to refer to Clerk's report if necessary.
- 8 **Youth Grant application:** Following last meeting Cllr Smith has derived a grant application form specifically for youth of the Parish. Cllr Smith is to present the draft form for member consideration and resolution.
- 9 **Detailed receipts and payments 2015/16:** Members to receive the Clerk's report and resolve on any recommendations made in the report.

David Porter, Clerk to the Council  
17/03/2016

Dated:

## FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday, 24<sup>th</sup> February 2016, 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, transfers and the bank statements. Members to refer to Clerk's report.

7 **Youth Grant application:** Following last meeting Cllr Smith has derived a grant application form specifically for youth of the Parish. Cllr Smith is to present the draft form for member consideration and resolution.

8 **Financial matters due to Caretaker resignation:** Members are to receive the draft minutes from the Centre committee meeting on 17<sup>th</sup> February. These minutes will highlight any financial considerations required to the budget in 2015/16 and the forth coming 2016/17. Any matters arising at the Amenities and Environment committee in March will be dealt with at this committee's meeting in March or by the earlier Full Council.

9 **Asset register:** Members are to receive the Clerk's report on the Council's asset register and resolve accordingly.

## **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**Wednesday, 27<sup>th</sup> January 2016, commencing at 7.00 p.m. at**

**Harriet Johnson Centre, Loose Lane, Sompting.**

### **AGENDA**

1 Apologies and reasons for absence

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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. Members to refer to Clerk's report.
- 7     **7A bus service:** Full Council delegated the continuation of the bus service to this committee as insufficient information was available from the bus company to make a decision. Cllr Vincent will present this item. Members are required to resolve on whether to continue with the bus service for a further six months noting that a budget has been placed in 2016/17 financial year for the continuation. Any arising non-financial issues concerning the service are to be dealt with by the Amenities and Environment committee.
- 8     **Work Place Pension:** To receive Clerk's report and action accordingly.
- 9     **Grant applications:** The Council has received applications from the following: Members are to consider the applications and resolve on whether grant is to be made and the amount.
- OUTSET YOUTH ACTION: The West Sussex Volunteering Agency for Young People. OUTSET is new to the Council and is based in Pullborough. Information from the organisation will be email shortly. The Clerk has contacted the organisation and is awaiting a response. The contact has been made on whether their volunteers could assist in the running of the IT Suite. The Clerk will update at the meeting.
- 4 SIGHT (West Sussex Association for the Blind)  
The Council has in the past supported 4 Sight and may wish to support again this year. Account information will be issued at the meeting
- 10    **Confidential report due to matters concerning employment - Review of caretaker and service:** A review was undertaken on 20<sup>th</sup> January 2016 on the permanent employment of the caretaker and of the whole service provision. It was agreed that this review was to consider the case for employment of a further caretaker. Members are to receive the Clerk's report for consideration and resolve on the recommendations.
- 11    **Income and expenditure monthly report:** The Clerk will present this information at the meeting if not emailed earlier.

**Note: The expenses policy will now be presented in February**

**David Porter, Clerk to the Council**  
**20/01/2016**

**Dated:**