

EXTRAORDINARY FINANCE COMMITTEE MEETING

Monday 11th December 2017, commencing at 7.00 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Sompting Parish Council. Members of the public are also advised that by attending a meeting of Sompting Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Harriet Johnson Centre must be PAT tested and agreed by the Council prior to its use

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 22nd November 2017 for approval 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.

Staff Payroll : Discuss and agree appointment of HMRC registered payroll bureau.
- 6
- 7 **Budgets 2018/19 :** To discuss and agree draft budgets, Ear Marked Reserves

and precept amount for 2018/19 for consideration by Full Council on 13th December 2017.

8 **Date of next meeting** - 24th January 2018

Carol Stephenson,

Clerk to the Council

Dated: 4th December 2017

FINANCE COMMITTEE MEETING

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

to be held on Wednesday, 22nd November 2017, commencing at 7.00 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Sompting Parish Council. Members of the public are also advised that by attending a meeting of Sompting Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Harriet Johnson Centre must be PAT tested and agreed by the Council prior to its use.

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:** Update on actions and to receive the unconfirmed minutes of 25th October 2017 for approval as a true record of that meeting.
- 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.
- 7 **Verification of bank account and reconciliation statements up to 17th November 2017 :**

Cllr Bashford to sign-off all reconciliation statements, transfers and the bank statements. Documents given at meeting.
- 8 **Budgets 2018/19 :** To discuss and agree draft budget for this committee for 2018/19.
- 9 **Appointment of Internal Auditors :** Agree appointment of Mulberry and Co as internal auditors as per quote dated 10.11.17 attached.
- 10 **Additional bank account :** update and agree way forward.
- 11 **Items for future discussion by Council, committees or Emergency Consultation Panel:** Council to agree where these items are to be discussed and the priority.

Carol Stephenson,

Clerk to the Council

Dated:15.11.2017

Dear Sir/Madam,

FINANCE COMMITTEE MEETING

Wednesday, 27th September 2017, 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 26th July 2017 for approval 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.
- 7 **Verification of bank account and reconciliation statements for July, August 2017:**

Cllr Bashford to sign-off all reconciliation statements, transfers and the bank statements. Documents given at meeting.
- 8 **Approval of use of reserves:** Members will receive the current position on reserves and the recommended use of reserves from committees and the Clerk. Members are to resolve on the items accordingly including financial contribution to Health and Wellbeing project agreed by Full Council on 13th September 2017.
- 9 **To note outcome of Annual Return 2016/17 from external auditors :** copy attached
- 10 **Budgets 2017/18 :** To discuss and agree way forward and timetable
- 11 **Petty cash float :** discuss and agree holding of petty cash float max. £30
- 12 **Acquisition of purchasing card :** Discuss and agree way forward subject to £300 limit on electronic on line purchases and max £30 cash withdrawal petty cash top up
- 13 **Reports by Clerk: The Clerk will inform members of any further reports at the meeting. To discuss and agree way forward and any further expenditure on the following :**
 1. Member training
 2. Update on IT issues at the Council offices and HJ Centre inc back up solutions etc
 3. Electrical testing at the Council offices and HJ Centre inc PAT testing
 4. Legionnaires testing at the Council offices and HJ Centre

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

Carol Stephenson, Locum Clerk to the Council
20/09/2017

Dated:

FINANCE COMMITTEE MEETING

Wednesday, 26th July 2017, 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 28th June 2017 for approval 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.
- 7 **Verification of bank account and reconciliation statements (June 2017):**

Cllr Bashford 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 given at meeting.

Budget payments up to 25th July 2017: Members are to receive this committees budget expenditure

and income received. The Clerk will indicate any issues that require resolution

8

Increase in network requirements: Members are to receive the Clerk's report and resolve on the recommendations.

9

Reports by Clerk: The Clerk will inform members of any further 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
19/07/2017

Dated:

Dear Sir/Madam,

FINANCE COMMITTEE MEETING

24th May 2017, 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 29th March 2017 for approval 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. The list will cover the period from 1st April to date of meeting.
- 7 **Verification of bank account and reconciliation statements (March and April 2017):**

Cllr Bashford 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 given at meeting.
- 8 **Internal Audit Report:** Members are to receive the Internal Audit Report for 2016/17. Members are to resolve acceptance of the report's contents.
- 9 **Reports by Clerk:** The Clerk will inform members of any reports at the meeting.

Meeting ends

FINANCE COMMITTEE MEETING

Wednesday, 26th April 2017, 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 29th March 2017 for approval 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.
- 7 **Verification of bank account and reconciliation statements (March 2017):**

Cllr Bashford 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 given at meeting
- 8 **Budgets and codes 2017/18:** To receive the budgets and codes allocated to this committee.

Reports by Clerk: The Clerk will inform members of any reports at the meeting.

9

Meeting ends

Dear Sir/Madam,

FINANCE COMMITTEE MEETING

Wednesday, 22nd February 2017, 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 25th January 2017 for approval 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.

7 **Verification of bank account and reconciliation statements (January 2017):**

Cllr Jones 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 given at meeting

8 **Christmas Festival breakdown of expenditure/income and ratification of donation to charity.**
Members are to receive the breakdown of expenditure/income and to confirm approval for donation of stated sum to charity.

Grant application: The Council has received a letter application for grant from Kent Surrey Sussex Air Ambulance for the sum of £ 250.00. Members are to consider the application and resolve accordingly.

9

Reports by Clerk: The Clerk will inform members of any reports at the meeting.

Letter of thanks for the grant made to Worthing and Sompting model tank club

10 Letter from Central and South Sussex citizens advice informing of operational changes in West Sussex.

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
15/02/2017

Dated:

FINANCE COMMITTEE MEETING

Wednesday, 25th January 2017, commencing at 7.00 p.m. at

Harriet Johnson Centre, Loose Lane, Sompting.

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 **Minutes:** The unconfirmed minutes of 26th October 2016 were approved at Full Council 11th January 2017.

- 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 The list to be issued at the meeting due to late invoices. Any income received is added at end of payments.

- 8 **Verification of bank account and reconciliation statements (November and December 2016):**

Members are to agree a member to verify documents for this item – choice being Clrs Godley or Jones. That 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. Documents given at meeting

Grants: The Council has received applications for grants from:

9 Worthing Tank Club

St Mary's, Sompting Parish Church

Victim Support

Members are to consider the applications and resolve on whether to support the application and the grant funding.

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
18/01/2017

Dated: