

Minutes of Extraordinary meeting of Finance Committee held on 11th December 2017

Meeting commenced at 7.00pm

Minute		Action
820	Attendance: Cllrs Mear, Bashford, Godley, Thornton, Members of the public : 0	
	Clerk : C. Stephenson	
821	Apologies: None	
822	Declarations of interest by councillors on any of the agenda items below: None	
823	Request for DPI Dispensations: None	
824	Minutes: Resolved that the Minutes of the meeting held on 22 nd November 2017 be agreed as a true and accurate record.	
825	Public participation: None	
826	Payroll : Cllrs agreed to place the payroll service with an external provider as per email considered at the meeting.	
827	Budget 2018/19 : Councillors considered the proposed figures before them from each of the committees and made some minor changes. Councillors then agreed the budgets be recommended to Full Council and to keep the precept figure at £82,700 for 2018/19	
828	Meeting closed 8.45pm. Date of next meeting 24 th January 2018	

Signed Dated

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Chairman

Minutes of Finance Committee held on 22nd November 2017

Meeting commenced at 7.02pm

Minute	Action
808	<p>Attendance: Cllrs Bashford, Godley, Thornton</p> <p>Members of the public :- None</p> <p>Clerk : C. Stephenson</p>
809	<p>Apologies and reasons for absence: Cllr Mear. Reason noted.</p> <p>Absent: Cllr Davies</p>
810	<p>Declarations of interest by councillors on any of the agenda items below: None</p>
811	<p>Request for DPI Dispensations: None</p>
812	<p>Minutes: The minutes of meeting held on 25th October 2017 were agreed and resolved as a true record. The Clerk advised of progress on the actions from that meeting :</p> <p>Cllr Mansfield is not on the Finance Cttee</p> <p>Fire risk assessment of Harriet Johnson Centre and Old School House to take place on 4th December 2017</p> <p>Additional smoke detectors and carbon monoxide detectors have been installed</p> <p>PAT testing due to take place in December 2017</p>

Gas servicing recently undertaken.

Quotes being obtained for possible CCTV/alarm solutions.

- 813 **Public participation:** None.
814 **List of Payments up to 17th November 2017 for approval:** The list was approved for payments.
815 **Verification of bank accounts:** Members received the bank statements for September 2017 and on agreement with the committee, Cllr Bashford signed off all reconciliation statements, transfers and the bank statements.

- 816 **Budgets 2018/19:** Councillors agreed the draft figures for inclusion in the Council budget considerations. Clerk to type up and circulate to committee members.

- 817 **Appointment of Internal Auditor 2017/18 :** Councillors agreed the appointment of Mulberry Associates in accordance with the quote received. Clerk to instruct accordingly

- 818 **Additional Bank Account :** Clerk advised that initial enquiries had been made with both Barclays and Nationwide. Further details to be provided to the next meeting in January 2018

- 819 **Items for future discussion :** None

Meeting closed 8.15pm

Minutes of Finance Committee held on 25th October 2017

Meeting commenced at 7.05pm

Minute	Action
794	<p>Attendance: Cllrs Bashford, Godley, Thornton, Mear</p> <p>Members of the public :- None</p> <p>Clerk : C. Stephenson</p>
795	<p>Apologies and reasons for absence: None</p> <p>Absent: Cllr Davies</p>
796	<p>Declarations of interest by councillors on any of the agenda items below: None</p>
797	<p>Request for DPI Dispensations: None</p>
798	<p>Minutes: Clerk to ascertain whether Cllr Mansfield is on this committee or not as referred to in previous minutes.</p> <p>Re Minute 792 – Agreed to commission Adur and Worthing Councils to undertake a fire safety inspection of Old School House and Harriet Johnson Centre to ensure the Council is meeting current legislation and produce report with any recommendations – price quoted £190 plus VAT subject to initial visit. Clerk to arrange. Clerk to purchase additional smoke alarms/carbon dioxide detectors; check date of last gas and PAT inspections and to obtain prices for possible CCTV/alarm options for the security of the building.</p> <p>The unconfirmed minutes of 27th September 2017 were resolved as a true record.</p>
799	<p>Public participation: None present</p>

- 800 **List of Payments up to 30th September 2017 for approval:** The list was approved for payments. Members noted the bank balances on all 3 accounts. Cllr Godley asked that an invoice be sent to WSCC for their contribution towards recent survey. Clerk asked to ascertain if plaque has been purchased for Joyce Burns. Clerk to add item to Full Council agenda to discuss moving budget for Air Raid Shelter from Amenities and Environment Committee and allocating new Well Being Budget to Centre Committee. Clerk
Clerk
- 801 **Verification of bank accounts:** Members received the bank statements for September 2017 and on agreement with the committee, Cllr Bashford signed off all reconciliation statements, transfers and the bank statements.
- 802 **Approval of use of reserves:** None
- 803 **Budgets 2018/19:** Clerk to amend heading on agenda from 2017/18. Cllrs confirmed each Committee is responsible for considering and submitting their budgets for next year in time for consideration by Full Council in December 2017.
- Clerk to implement previously agreed increase in salary for Assistant Clerk.
- Cllrs confirmed HR Committee consist of Cllrs Mear, Bashford, Godley, Smith to meet to consider Member training proposals, Clerk to arrange. Cllrs agreed up to £1000.
- Clerk to add item to Full Council agenda to discuss allocation of resources of Caretakers post.
- Clerk to add item to Amenities and Environment agenda to discuss opening/closing/cleaning arrangements for toilets on Sompting Recreation ground. Clerk to contact SALC for advice on related employment issues.
- 804 **Additional Bank Account :** Clerk advised that the Council would not be covered under the FSA protection due to the cumulative amount held by the Council with the same bank. Agreed to delegate to the Clerk to investigate possible accounts with Barclays and Nationwide available to Parish Councils and report back. Clerk

805 **IT** : Clerk advised of a) ongoing issues relating to failure of broadband connections and its impact on staff being able undertake their normal day to day duties. Clerk requested to contact IT support company and others to discuss options to resolve this issue

806 **Website** : Clerk advised of ongoing issues relating to inability to update/maintain Council's website due to unresolved technical issues. Cllrs agreed to ask the Clerk to investigate alternative solutions/providers inc asking SSALC for list of providers elsewhere. Cllrs agreed £1000 be added to budgets for 2018/19 under Centre Committee responsibility.

807 **Items for future discussion:**

None

Meeting closed 8.35pm

Signed (Chairman) Date

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Minutes of Finance Committee held on 27th September 2017

at 7.00 pm at Harriet Johnson Centre, Loose Lane, Sompting.

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Attendance: Cllrs K Bashford Mrs A. Godley, B. Mear M. Thornton

Centre Manager Mrs. S. Williams

780 **Apologies and reasons for absence:** Cllr P. Mansfield

781 **Declarations of interest by councillors on any of the agenda items:** None

782 **Request for DPI Dispensations: Any request for dispensation to be made now and the Council will decide whether the request is agreed:** None

783 **Minutes of last meeting:** held on 26th July – Approved and signed.

784 **Public participation:** None present.

785 **List of payments for approval:** The list was approved for payment.

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Verification of bank accounts: Members received the bank statements for July, August 2017. Cllr Bashford signed the statements.

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Members would like to see the budget and amount spent on plants. Leighton Clay will send his budget sheet to Centre Manager to be brought to Centre Committee and then presented to Finance Committee.

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789 **Approval of use of reserves:** Members received the current position on reserves. Recommended and approved that £2000 be transferred from reserves as a contribution towards Health and Wellbeing project as agreed by Full Council on 13th September 2017.

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To note outcome of Annual Return 2016/2017: Read and noted.

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Budgets: Each Committee to set their own budget.

Petty cash float: Members agreed that a float of £30 for the use of disposables be held in the Centre office in a secure tin. (to be purchased with a combination lock).

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Acquisition of purchasing card: Members agreed a purchasing card being held by the Clerk in a secure place. This being subject to advise and guidance by the Clerk.

Reports by Clerk: Members to discuss and agree the way forward on the following expenditure:

Members training: A letter from SALC was circulated to members regarding councillor training. Members would like this to be discussed at length with the Clerk and HR Committee.

Update on IT issues at the offices. Report noted.

Electrical testing in the offices and HJ Centre. The PAT annual inspection is due in October. All other electrical issues will be dealt with via Centre Manager.

Legionnaire testing. Centre Manager has spoken to Southern Water who do not feel there is a need for testing the water at the Centre as water comes directly from the mains into the Centre. No water storage tanks are in place.

Items for future discussion by Council, committees or Emergency Consultation Panel: None.

Meeting ends:20:40

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Signed..... Date.....

Cllr K. Bashford

Minutes of Finance held on 26th July 2017

Minute

Action

767 **Attendance:** Cllrs Bashford, Thornton, Mear, Godley

768 **Apologies and reasons for absence:** None

769 **Absent:** Cllr Mansfield

770 **Declarations of interest by councillors on any of the agenda items below:** None

771 **Request for DPI Dispensations:** None

772 **Minutes:** The unconfirmed minutes of 28th June 2017 resolved as a true record.

773 **Public participation:** None present

774 **List of Receipts and Payments for approval:** The list was approved for payment with members approving salary costs for July 2017 being added.

775 **Verification of bank accounts:** Members received the bank statements for June 2017 and on agreement with the committee, Cllr Bashford signed the statements. The Clerk had no adjustments to report.

776 **Budget payments up to 30th June 2017:** Members received list of payments against current budgets. Members noted the figures.

777 **Increase in network requirements:** Members received Clerk's report and resolved approval to the recommendations:

Since JSPC are looking after the IT Suite computers and software and have maintained the existing office systems and are a well-known local firm, Financial Regs are wavered to allow one contractor to supply and set-up the above system.

That the Council places an Order for JSPC for the items stated above for the initial cost of £ 1,178.23 + vat

That the Council undertakes an annual payment to JSPC for the annual costs to be incurred one year following installation. These being £ 215.10 + vat

That funds for the first-year cost be found from reserves.

That the annual costs are budgeted for each year allowing for any increase placed by the software supplier.

Reports by Clerk: The Clerk reminded members of the 2018/19 budget timetable.

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Minutes of Finance held on 28th June 2017

Minute	Action
754	Attendance: Cllrs Bashford, Thornton, Mear
755	Apologies and reasons for absence: Cllr Godley
756	Absent: Cllr Mansfield
757	Election of Chair and Vice Chair: Cllr Bashford confirmed as chair. Vice-chair to be elected at Full Council (12 th July)
758	Declarations of interest by councillors on any of the agenda items below: None
759	Request for DPI Dispensations: None
760	Minutes: The unconfirmed minutes of 24 th May 2017 resolved as a true record.
761	Public participation: None present

762 **List of Receipts and Payments for approval:** The list was approved for payments for the payment sum of £ 13,480.13. Questions were asked re Festival expenditure and the Clerk replied that once all payments / income received was compiled, then Cllr Godley can respond as she was not attending the meeting.

763 **Verification of bank accounts:** Members received the bank statements for June 2017 and on agreement with the committee, Cllr Bashford signed the statements. The Clerk had no adjustments to report.

764 **Approval of use of reserves:** The Clerk present the current reserves list for members' information stating that once the Sompting Festival accounts have been presented, the list will be amended to ensure payments made by ear-marked reserves are listed and the reserves show a positive balance.

Budget payments up to 26th June 2017: Members received list of payments against current budgets. Members noted the figures.

765 **Reports by Clerk:** The Clerk discussed the issue concerning the effectiveness of the current internet use for office staff and the public. He stated that software would be required to encrypt all computers holding data so that all data was secure. The cost of upgrading the software and to increase the effectiveness of the internet due to the office structure with a technician undertaking the work would be in the region of £ 1000.00. The Clerk informed members of this as the funds would have to be found from reserves. Members agreed in principle subject to further discussions with the contractor (JSPC) and being presented to Finance for approval. However, if found that the work is necessary before that meeting, subject to the Chairman agreeing, the work can start.

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Meeting ends

Items for future discussion:

None

Minute**Action**

- 744 **Attendance:** Cllrs Bashford (Chair), Thornton, Godley, Mear
- 745 **Apologies and reasons for absence:** None
- 746 **Declarations of interest by councillors on any of the agenda items below:** None
- 747 **Request for DPI Dispensations:** None
- 748 **Minutes:** The unconfirmed minutes of 29th March 2017 resolved as a true record.
- 749 **Public participation:** None present
- 750 **List of Receipts and Payments for approval:** The list was approved for payments for the payment sum of £ 12,705:30
- 751 **Verification of bank accounts:** Members received the bank statements for April and May 2017 and on agreement with the committee, Cllr Bashford signed the statements. The Clerk had no adjustments to report.
- 752 **Internal Audit Report:** Members received the report and approved. No recommendations to action
- 753 **Reports by Clerk:** Cllr Godley requested a further cheque for £ 500.00 to pay deposits etc for Festival. Members (except Cllr Godley) resolved payment of £ 500.00 to be paid. Clerk to add this to the list of payments for ratification next meeting.

Meeting ends

Items for future discussion:

Cllr Thornton request information on Family Information Service (WSCC) lack of funding.