



Minutes of Finance Committee held on 23rd May 2018

Meeting commenced at 7.05pm

Minute

Action

Attendance

Cllrs Mear, Bashford, Godley, Baxter, Nicklen.
Cllr Bashford acted as Chair (until such time as Chairs of other committees are voted in then new Chair of this committee will be elected). Agreed

Apologies and reasons for absence

Cllr Boggis

Declarations of Interest by councillors on any of the agenda items

None

Request for DPI Dispensations

None

Minutes of meeting held on 25th April 2018

Councillors Bashford proposed and Cllr Baxter seconded that the minutes of the meeting held on 25th April 2018 were a true and accurate record of that meeting. **Agreed**

Public Participation

No members of the public were present.

List of Payments

Councillors agreed the list of payments up to 17th May 2018 totalling £ 14,413.24. Clerk advised a check is being undertaken of water usage at Sompting Recreation Ground toilets to ensue no leak and/or adjustment to budget provision as necessary. To report back to next meeting. Clerk to check cleaning materials expenditure and report back to next meeting. Cllrs Mear and Bashford agreed to continue as cheque signatories.

Clerk

Verification of bank accounts and reconciliation statements up to 17th May 2018

None available for this meeting due to end of year closedown of financial systems.

Internal Financial Controls

Cllrs agreed the controls subject to one addition :
Income – item 5 – add “or in their absence by the Clerk/
RFO”. To be reviewed at least annually.

Internal Audit Report 2017/18

Clerk advised this had taken place yesterday resulting in a satisfactory audit. Report to be circulated to cllrs when received, in advance of Full Council meeting on 13th June 2018

Clerk

Annual Governance Statement and Annual Accounting Statements

To be circulated to Cllrs when completed.

Clerk

To agree funds to carry forward to 2018/19

Agreed at last meeting. Clerk to circulate list. Clerk asked to enquire if DBS checks are needed for cllrs and report back.

**Clerk
Clerk**

Insurance Renewal

Cllrs had been provided with 3 quotes received from Council's insurance brokers. Cllr Godley proposed and Cllr Nicklen seconded that the quote from Inspire be accepted and for a 3 year contract. To go to Full Council for ratification.

Clerk

Quote for additional works to planters

Cllrs agreed the cost of bark to finish the planters at Millfield £165 exc VAT. Clerk advised work to commence 1.7.17 for three weeks. **NB** Since been advised by contractor this will now be 3.9.18. Clerk to ensure Caretaker is available during this period to supply materials and take away rubbish.

Clerk

Pay award

Clerk advised of two year national pay settlement for staff starting 1.4.18. Already budgeted for. Noted

Meeting closed at 8.10pm

Signed Dated
Chairman