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## Minutes of Finance Committee meeting held on 24<sup>th</sup> October 2018

Meeting commenced at 7.00pm

| Minute | Action   |
|--------|--|
| 941    | <b>Attendance:</b> Cllrs Nicklen, Godley, Mear,<br><b>Members of the public :-</b> 0<br><b>Clerk :</b> C. Stephenson   |
| 942    | <b>Apologies:</b> Cllrs Baxter, Glynn Davies, Mansfield, Boggis  |
| 943    | <b>Declarations of Interest:</b> None  |
| 944    | <b>Request for DPI Dispensations:</b> None   |
| 945    | <b>Minutes of the meeting held on 26<sup>th</sup> September 2018</b> – The minutes of this meeting were <b>agreed</b> as a true record of that meeting and signed accordingly.   |
| 946    | <b>Public Participation</b><br>No members of the public were present.  |
| 947    | <b>List of payments for approval</b><br>Councillors reviewed the list of payments received at the meeting up to 23rd October 2018 totalling £11,901.01. <b>Agreed</b>  |
| 948    | <b>Verification of two bank accounts and reconciliation statements up to 18<sup>th</sup> October 2018 and Nationwide bank statement and reconciliation up to 1<sup>st</sup> October 2018.</b><br>Councillors reviewed all three accounts and agreed their reconciliation. The three accounts were <b>agreed</b> and duly signed. |
| 949    | <b>Budgets 2018/19</b><br>Councillors reviewed and <b>noted</b> the current financial position of the council. Councillors <b>agreed</b> the purchase of 4 wreaths to commemorate WW1 and Remembrance Day from code 4155.  |
| 950    | <b>Budgets 2019/20</b><br>Councillors <b>agreed</b> the following draft figures for this committee for consideration for next year's council budget : see over page  |

| code | heading                         | Amt<br>2019/20 |
|------|---------------------------------|----------------|
| 1076 | Precept                         | £              |
| 1090 | Interest received               | £              |
| 1300 | Festival income                 | £              |
| 1400 | Misc income                     | £              |
| 1500 | Hall Hire                       | £ 11,500       |
|      |                                 |                |
| 4000 | Clerk's salary                  | £ 14565        |
| 4002 | Caretaker's salary              | £ 8875         |
| 4004 | Staff clothing                  | £ 300          |
| 4007 | Assistant Clerk's salary        | £ 7410         |
| 4010 | Stationery/pubs                 | £ 100          |
| 4011 | Staff mileage                   | £ 150          |
| 4012 | HMRC payments                   | £ 8500         |
|      | Photocopier                     | £ 2500         |
| 4015 | Postage                         | £ 40           |
| 4020 | Data Protection                 | £ 350          |
| 4025 | Equipment maintenance           | £ 200          |
| 4030 | Insurance                       | £ 1380         |
| 4035 | Courses/travel Clerk            | £ 400          |
| 4040 | Courses/travel Clls             | £ 500          |
| 4041 | New post adverts                | £ 500          |
| 4045 | Chairman's allowance            | £ 100          |
| 4050 | Audit fees internal             | £ 450          |
| 4055 | Audit fees external             | £ 450          |
|      | Email hosting and support       | £ 240          |
| 4060 | Web site hosting                | £ 120          |
| 4065 | Software purchase and support   | £ 1500         |
| 4070 | Council mobile phone            | £ 400          |
| 4071 | Emergency phone                 | £ 20           |
| 4075 | Council broadband               | £ 550          |
| 4085 | Office equipment purchase       | £ 200          |
| 4086 | IT hub                          | £ 0            |
| 4090 | Members stationery              | £ 100          |
| 4500 | Election                        | £ 3000         |
| 4066 | Payroll service                 | £ 300          |
| 4061 | New website                     | £ 0            |
|      | Annual support finance software | £ 200          |
| 4068 | End of year closedown           | £ 600          |
| 4240 | Welcome pack new residents      | £ 300          |
| 4255 | Chairman's Charity              | £ 100          |
|      | Sompting Neighbourhood Plan     | £ 3000         |
|      |                                 | £ 57,400       |
| 4120 | SALC/NALC subscription          | £ 2400         |
| 4125 | Clerk's society subscription    | £ 170          |
| 4130 | CPRE subscription               | £ 40           |
| 4150 | CAB                             | £ 0            |
| 4155 | British Legion                  | £ 100          |
| 4160 | Grants (other donations)        | £ 2500         |
| 4165 | Doug Sheriff award              | £ 50           |
| 4170 | Sompting in Bloom               | £ 150          |
|      |                                 | £ 5,410        |
|      | <b>TOTAL EXPENDITURE</b>        | £ 62,810       |

Cllr Glynn Davies not present – no additional information available at this time.

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**Date of next meeting**

7pm on Wednesday 28<sup>th</sup> November 2018. Focus to be on agreeing next year’s draft council budget.

Meeting closed at 8.15pm

**Signed** .....  
**Chairman**

**Dated** .....