



Minutes of Finance Committee held on 27th June 2018

Meeting commenced at 7.05pm

Minute		Action
901	Attendance Cllrs Godley, Baxter, Nicklen. Mansfield, Boggis, Glynn – Davies, Thornton	
902	Apologies and reasons for absence Cllr Mear, Bashford, Derham, Smith Cllr Godley took the Chair in the absence of Cllr Bashford – she explained that as not all the other Committee Chairs had not been finalised – the final members on this committee should not be decided until Full Council, therefore items 1-3 on the agenda have been deferred to Full Council on 11 th July 2018.	
903	Declarations of Interest by councillors on any of the agenda items None	
904	Request for DPI Dispensations None	
905	Minutes of meeting held on 23rd May 2018 Councillor Godley proposed and Cllr Baxter seconded that the minutes of the meeting held on 23 rd May 2018 were a true and accurate record of that meeting. Agreed	
906	Public Participation No members of the public were present.	
907	List of Payments Councillors agreed the list of payments up to 21 st June 2018 totalling £ 63,101.61. (NB this includes £50,000 transfer between accounts) Query re update on Business Stream payment for water at Rec toilets. Query re Virgin payments – Assistant Clerk advised a refund had been agreed and is in pipeline Query re Tax HMRC – Assistant Clerk advised she thought this was this was for 3 months employers contribution. Cllrs Mear and Bashford continuing as cheque signatories until final committee members are known then this will be reviewed.	Clerk

- 908 **Verification of bank accounts and reconciliation statements up to 21st June 2018**
 Query re Cover plans – Assistant Clerk advised these were for warranty on 3 computers.
 Cllr Baxter queried amount of Council Tax paid to Adur and advised the Small Business Rate should be investigated Clerk
- They were then signed off by Cllr Godley
- BACS forms signed by Cllr Thornton (no other signatories present)
- 909 **General Data Protection Regulations Audit Report**
 Cllr Godley read through the summary provided by the Clerk
 All is in order with a couple of concerns
 Some members are still not using the new e-mail Cllr Baxter offered assistance with this.
 Training on GDPR 10th October 6.30pm to 7.30pm
 (Cllr Boggis and Mansfield will have done this as Adur District Councillors – do they need to attend again - Cllr Godley said yes.
- 910 **Traffic Survey Sompting** – Assistant Clerk circulated revised quote that had been received that day. Cllr Glynn Davies said data can be analysed to show traffic movements east, west and south. She said that this was a well respected company that works with many local authorities She felt that this allowed the Council to present baseline evidence as at the moment there is nothing to compare with. Clerk
 Cllr Nicklen said we should be mindful of when the survey is carried out as the schools will be breaking up – and some students who have done their exams have finished already.
 Cllr Glynn Davies proposed and Cllr Godley seconded that this should proceed in accordance with the quote dated 26th June 2018 in the sum of £2920 plus VAT – **majority agreed.**
 Cllr Glynn Davies to contact Road Runner to see if they would honour quote – even if the survey is done in September – and request pro forma invoice.
- 911 **Application for grants from the Council**
 a) Air Ambulance £500 proposed by Cllr Godley seconded by Cllr Mansfield – **agreed.** Clerk
 b) 4 Sight £300 proposed by Cllr Godley seconded by Cllr Nicklen - **agreed.** Clerk
- Cllr Baxter to contact the Clerk as she feels the grants should be a managed process with a set criteria to ensure it is for Sompting people.
 Cllr Boggis suggested that previous yeas accounts are carefully checked as some organisations are sitting on large sums of money
- 912 **Date of next meeting 25th July 2018 - 7pm**
Meeting finished 7.40pm

Signed Dated
Chairman