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**Minutes of Finance Committee held on 5<sup>th</sup> June 2019**

**Meeting commenced at 7.02pm**

| <b>Minute</b> |  | <b>Action</b>          |
|---------------|--|------------------------|
| 1021          | <b>Attendance:</b> Cllrs Baxter, Mear, Nicklen,<br>Cllr Glynn Davies arrived 7.30pm<br><b>Clerk :</b> C. Stephenson  |                        |
| 1022          | <b>Election of Chair of Finance and General Purposes Committee</b><br>Cllr Nicklen was proposed as Chair by Cllr Baxter, seconded by Cllr Mear.<br><b>Agreed.</b>  |                        |
| 1023          | <b>Election of Vice Chair of Finance and General Purposes Committee</b><br>Cllr Thornton was proposed as Vice Chair by Cllr Baxter, seconded by Cllr Mear. <b>Agreed.</b>  |                        |
| 1024          | <b>Apologies:</b> Cllrs Godley, Thornton, Mansfield  |                        |
| 1025          | <b>Declarations of Interest:</b> None  |                        |
| 1026          | <b>Request for DPI Dispensations:</b> None   |                        |
| 1027          | <b>Minutes of meeting held on 24<sup>th</sup> April 2019</b> – Councillors <b>agreed</b> the minutes are a true record of that meeting and they were duly signed. Cllr Glynn Davies and Clerk to check latest version of parking posters and then arrange printing and delivery – budget previously agreed. To include Test Road and closes and West Street for now. | <b>CGD/<br/>Clerk</b>  |
| 1028          | <b>Public Participation :</b> There were no members of the public present  |                        |
| 1029          | <b>List of payments for approval :</b> Cllrs <b>agreed</b> the list of payments up to 29 <sup>th</sup> May 2019 totalling £5,627.10.   |                        |
| 1030          | <b>Verification of two bank accounts and reconciliation statements up to 29<sup>th</sup> May 2019 and Nationwide bank statement and reconciliation up to 1<sup>st</sup> May 2019</b> – Cllrs agreed all bank statements and reconciliation statements and these were <b>agreed</b> and duly signed by Cllr Nicklen.  |                        |
| 1031          | <b>Budget printouts to 29<sup>th</sup> May 2019 :</b> Current financial position of the council – <b>noted.</b> Clerk to move Air Raid Shelter from Amenities and Environment Committee to Centre Committee as previously agreed. Clerk to add item to next agenda for consideration to write off outstanding amount of £15 for room hire.                           | <b>Clerk<br/>Clerk</b> |

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|------|---|-------|
| 1032 | <p><b>New Bank Account and cheque signatories</b> : Clerk had advised councillors of the reasons to select another bank to that previously agreed prior to the meeting. Councillors expressed their disappointment but after some discussion, Cllr Baxter proposed and Cllr Mear seconded that the council move the two HSBC accounts to Lloyds Bank – <b>Agreed</b>. To be ratified by Full Council on 12<sup>th</sup> June 2019. Cllrs Godley, Mear, Thornton and Nicklen were proposed as cheque signatories on new account when open and to sign payment sheets as necessary – again to be ratified by Full Council on 12<sup>th</sup> June 2019. <b>Agreed</b></p>   |       |
| 1033 | <p><b>End of Year Audits 2018-19 :</b></p> <p>a) Cllrs <b>noted</b> the Internal Report and recommendations dated 14<sup>th</sup> May 2019</p> <p>b) Cllrs <b>noted</b> the AGAR report, in particular Section 1 Annual Governance Statement and Section 2 Accounting Statement.</p> <p>AGAR to go to Full Council on 12<sup>th</sup> June 2019 for approval</p>  |       |
| 1034 | <p><b>Sompting Neighbourhood Plan</b> : After some discussion, Cllrs <b>agreed</b> the sum of £250 to Adur District Council towards the screening for Strategic Environmental Assessment/Sustainability Appraisals/ Habitat Regulations from the £1000 budget. Remainder needed for public consultation over coming months. Clerk to make arrangements for payment</p>  | Clerk |
| 1035 | <p><b>Internal Financial Controls</b> : Subject to no. 4 under “General” being amended to read “All agreed committee expenditure is to be adopted at Full Council” this was <b>agreed</b>.</p>  | Clerk |
| 1036 | <p><b>Legionnaires Testing</b> : Cllrs noted the contents of the report submitted by the Clerk highlighting the risk and increased responsibility being assumed by staff for undertaking the testing for Legionnaires and the option for this to be undertaken by an external contractor. Clerk is asked to enquire with the council’s Insurance provider to see what if cover/protection is available to protect staff and report back to next meeting.</p>  | Clerk |
| 1037 | <p><b>Public conveniences, Sompting Recreation Ground</b> : Clerk advised that the repair to the water pipe serving the toilets had been completed on 3.6.19. Arrangements are now being made to clean the toilets, undertake the repairs caused by vandalism when toilets were closed some months ago, buy new toilet roll holders etc with a view to re-opening them over next couple of weeks if possible. Cllrs <b>agreed</b> related expenditure to be taken from EMR code 340. There was some further discussion about whether the council is able to continue funding any more damage should it occur in the future. Clerk to add item to future agenda for Amenities and Environment Committee for further discussion.</p>  | Clerk |
| 1038 | <p><b>Bank balances in excess of £85k</b> : There was some detailed discussion about the potential risk to the council given that its bank balances are in excess of the protected FSA protected amount of £85k as noted on the documents provided under item 9 on this agenda. The Clerk advised that the risk (although always present) tends to be greater at the start of the financial year when the council’s precept is received and diminishes slightly month on month as the council makes its payments. One option would be open a further account with a different bank/building society and splitting the councils funds across 3 different bodies but this would create more work for the Clerk and staff managing, monitoring and co-ordinating that many accounts. It was <b>agreed</b> by cllrs that the Clerk should progress the opening of a new replacement current bank account with Lloyds Bank</p> | Clerk |

(see item 1032 above) and move £30k into this account when it is opened and monitor situation for 3 months. Clerk is also asked to explore what other bank/building society accounts might be available to the council and to report back in due course.

**Clerk**

1039 **Grant applications :**

- a) **a) Victim Support** – Cllrs **agreed** the sum of £150
- b) **b) Lifecentre** – Cllrs **agreed to decline** the application on this occasion as the organisation was unknown to Cllrs and appeared to be Chichester/Worthing focussed. Clerk to advise applicants accordingly
- c) **c) 4Sight** – Cllrs **agreed** £300

**Clerk**

1040 **Refreshment float :** Cllr Baxter to provide information from HMRC permitting reclaiming of expenditure by employers for the provision of refreshments for staff.

1041 **Date of next meeting : 7pm on 3<sup>rd</sup> July 2019.**

**Meeting closed at 8.15pm**

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

**Dated .....**