



Minutes of Finance Committee held on 2nd October 2019

Meeting commenced at 7.04pm

Minute		Action
1073	Attendance: Cllrs Baxter, Mear, Nicklen, Glynn Davies, Mansfield. Clerk : C. Stephenson	
1074	Apologies: Cllr. Thornton	
1075	Declarations of Interest: Cllr Glynn Davies works part time for Sompting Estate. Noted	
1076	Request for DPI Dispensations: None	
1077	Minutes of meeting held on 4th September 2019 – Councillors agreed the minutes are a true record of that meeting and they were duly signed.	
1078	Public Participation : There were no members of the public present	
1079	List of payments for approval : Cllrs agreed the list of payments up to 25 th September 2019 totalling £10,674.52. Cllrs asked if the Clerk could obtain quotes in respect of next year's annual electricity checks.	Clerk
1080	Verification of two bank accounts and reconciliation statements up to 25th September 2019 and Nationwide bank statement and reconciliation up to 1st September 2019 – Cllrs agreed all bank statements and reconciliation statements and these were duly signed by Cllr Nicklen.	
1081	Budget printouts to 25th September 2019 : Current financial position of the council – noted . Clerk to advise of expiry date of Chair's mobile phone. Clerk to enquire date of next New Councillor training course.	Clerk Clerk
1082	Budget overspend code 4010 – Clerk had already advised councillors of the expenditure attributed to this code. It was agreed to vire £100 from code 4040 and £100 from code 4011 for the remainder of this financial year and to increase next year's stationery budget accordingly.	Clerk
1083	Additional hours Groundsman/Conservation Officer post – Cllr Glynn Davies advised of the discussion at Amenities and Environment Committee on 25th September 2019 and requested councillors agree to increase the hours attached to this post by 5 hours per week. Agreed . If agreed by Full Council, for this to commence on 1 st November 2019. Councillors also agreed to vire funds from code 4352 to finance this	Clerk

growth for the remainder of this financial year and to increase the budget accordingly for next year.

- 1084 **Additional investigation into Legionnaire Control** – Clerk advised of current situation. Awaiting investigation and response from Southern Water Authority. Will report back to next meeting on their findings and continue to monitor in the meantime. **Clerk**
- 1085 **Grant Application from Sompting Community Church** – Councillors felt that the Church had already received funds from the council this year in respect of the Festival and unanimously **agreed** to decline this grant application. Clerk to advise Church and suggest they are welcome to re-apply in next financial year. **Clerk**
- 1086 **Consideration of draft budget for this committee for 2020/21** – See attached list. To be finalised at the next meeting on 6th November 2019.
- 1087 **Revised Financial Regulations** – Councillors **agreed** the minor changes to the Financial Regulations.
- 1088 **Date of next meeting** : 7pm on Wednesday 6th November 2019.
- Meeting closed at 8.15pm**

Signed
Chairman

Dated

Draft budget suggestion for 2020/21

Code	Description	Proposed budget	Notes
1076	Precept		
1090	Interest received	300	
1300	Festival Income	500	
1400	Misc Income inc VAT refund	3000	
4000	Clerk salary		+3%
4002	Caretaker salary		+3%
4004	Staff clothing	200	
4007	Assistant Clerk salary		+3%
4009	Photocopier	1200	
4010	Stationery/pubs/printing/petty cash	400	
4011	Staff mileage	100	
4012	HMRC payments	8500	Check
4015	Postage	40	
4020	Data Protection Officer	350	
4025	Equipment maintenance	200	
4030	Insurance	1500	
4035	Courses inc travel Clerk	200	
4040	Courses inc travel Cllrs	500	
4041	New post adverts	500	
4045	Chairman's allowance	100	
4050	Audit Fees Internal	450	
4055	Audit Fees External	450	Check
4060	Web site support	360	
4064	Annual finance software support	200	
4065	Software purchase/support	1600	
4066	Payroll Service	300	
4068	End of Year Closedown	600	Check
4070	Council mobile phone	400	Contract date ?
4071	Caretaker mobile phone	72	
4075	Council broadband	580	
4085	Office equipment	200	
4090	Members' stationery	100	
4092	Neighbourhood Plan	1000	
4255	Chairman's Charity	100	
4500	Elections	9000	Check
4120	SALC subscriptions	2400	
4125	Clerk's Society subscription	180	
4130	CPRE subscription	40	
4155	British Legion	100	
4160	Grants/plaques etc	2000	
4165	Doug Sherriff Award	50	
4170	Sompting in Bloom Awards	150	

Sompting Parish Council's mission: " To help foster a Sompting community which gives people a reason to be proud and engaged with the area we all live in"