



Minutes of Finance Committee held on 6th November 2019

Meeting commenced at 7.05pm

Minute		Action
1089	Attendance: Cllrs Baxter, Mear, Nicklen, Thornton. Clerk : C. Stephenson Cllr Vimpany - observing	
1090	Apologies: Cllrs. Mansfield, Glynn Davies	
1091	Declarations of Interest and requests for DPI Dispensations: None	
1092	Minutes of meeting held on 2nd October 2019 – Councillors agreed the minutes are a true record of that meeting and they were duly signed.	
1093	Public Participation : There were no members of the public present	
1094	List of payments for approval : Cllrs agreed the list of payments up to 30 th October 2019 totalling £6217.13.	
1095	Verification of two bank accounts and reconciliation statements up to 30th October 2019 and Nationwide bank statement and reconciliation up to 1st October 2019 – Cllrs agreed all bank statements and reconciliation statements and these were duly signed by Cllr Nicklen.	
1096	Budget printouts to 30th October 2019 : Current financial position of the council – noted . Clerk advised expiry date of Chair's mobile phone is 2020. No training courses currently available for new Councillors.	
1097	Funding of additional hours for code 4209 Groundsman/Conservation Officer - Councillors had previously agreed to vire remaining funds from Conservation budget code 4352 to code 4209 towards the additional salary costs to end March 2020. Cllr Mear proposed and Cllr Baxter seconded that a further £1737 be transferred from 4352 Conservation Project Start-up to 4209 and £1500 from 4274 Toddlers play equipment to 4209. Agreed.	Clerk
1098	Request to move responsibility for Sompting Festival from Centre Committee to Amenities and Environment Committee – Cllr Baxter proposed and Cllr Mear seconded that this be agreed. Agreed	Clerk
1099	Request to vire funds to budget code 4750 cleaning materials – Cllr Nicklen proposed and Cllr Baxter seconded that £200 be vired from code	

4755 Grounds Maintenance and £150 from code 4416 Rec toilets materials to code 4750. **Agreed**

Clerk

1100 **Draft budget for Finance Committee for 2020/21** – Cllrs reviewed the draft figures discussed at the last meeting. Changes/additions were discussed and agreed as per the attached sheet. Clerk to add to corporate spreadsheet. Draft budget figures for the whole council to be discussed and agreed at next Finance Committee on 4th December 2019 prior to consideration by Full Council on 11th December 2020.

1101 **Date of next meeting** : 7pm on Wednesday 4th December 2019.

Meeting closed at 8.45pm

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"