



Minutes of Finance Committee held on 4th December 2019

Meeting commenced at 7.02pm

Minute		Action
1102	Attendance: Cllrs Baxter, Mear, Nicklen, Thornton, Glynn-Davies Clerk : C. Stephenson Cllr Vimpany - observing	
1103	Apologies: Cllrs. Mansfield	
1104	Declarations of Interest and requests for DPI Dispensations: None	
1105	Minutes of meeting held on 6th November 2019 – Councillors agreed the minutes are a true record of that meeting and they were duly signed.	
1106	Public Participation : There were no members of the public present	
1107	List of payments for approval : Cllrs agreed the list of payments up to 27 th November 2019 totalling £6,950.47.	
1108	Verification of two bank accounts and reconciliation statements up to 27th November 2019 and Nationwide bank statement and reconciliation up to 1st November 2019 – Cllrs agreed all bank statements and reconciliation statements and these were duly signed by Cllr Nicklen.	
1109	Lloyds Bank Account and HSBC Bank Account – Clerk confirmed new Lloyds Bank account now active. Councillors agreed that the HSBC current account continue to be used for day to day banking purposes to avoid having to change bank details with hirers, suppliers, contractors etc and to use the new Lloyds bank account for any amounts in excess of £85,000 (the protected FSA amount) in the HSBC account throughout the year.	
1110	Budget printouts 2019/20 up to 27th November 2019 – Councillors noted an underspend in this year's budget for grant applications code 4160. Clerk is asked to see if Sustainable Sussex and Adur Refugees group would be eligible to apply for a grant from this council. Councillors noted income and expenditure for the council at this point in time.	Clerk
1111	Council budget 2020/21- All councillors had received a copy of the draft budget figures prior to the meeting for review and checking. No anomalies were identified. Cllr Baxter proposed an additional sum of £2000 to code 4400 in respect of Parish enhancements across Sompting	

next year e.g. planters/hanging baskets etc. seconded by Cllr Mear. This was **agreed**.

Cllrs considered in detail the comments of the Clerk in terms of the increasing costs of utility bills, consumables, asset maintenance, the ambitious programme of work identified by councillors for 2020/21 and the over arching need to maintain reserves of at least £50,000 at all times. Cllrs acknowledged that the precept has not been increased for the past 9 years, meaning the Council has been absorbing such increases during this time, which they felt is unsustainable going forwards. It was therefore proposed by Cllr Baxter and seconded by Cllr Mear that the precept be increased slightly to £87,700 from £82,700. **Agreed**. To go to Full Council for consideration and approval on 16th December 2019.

1112 **Vision** – Cllrs were reminded of the decision at Full Council on 13th November 2019 when it was agreed that all Committees would prepare a vision for the next 1,3,5 years. A draft list was compiled, to be revisited at the next meeting. Clerk to add to next agenda.

Clerk

1113 **Searchpoint UK** – Cllrs **agreed** not to take up the offer to use this search engine.

1114 **Date of next meeting** : 7pm on Wednesday 5th February 2020.

Meeting closed at 8.11pm

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"