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**Minutes of Finance Committee held on 5<sup>th</sup> February 2020**

**Meeting commenced at 7.00pm**

<b>Minute</b>		<b>Action</b>
1115	<b>Attendance:</b> Cllrs Baxter, Nicklen, Thornton, Glynn-Davies, Vimpany <b>Clerk :</b> C. Stephenson <b>Non attendance or apologies :</b> Cllr Mansfield	
1116	<b>Apologies:</b> Cllr. Mear	
1117	<b>Declarations of Interest and requests for DPI Dispensations for items on this agenda :</b> None	
1118	<b>Minutes of meeting held on 4<sup>th</sup> December 2019</b> – Councillors <b>agreed</b> the minutes are a true record of that meeting and they were duly signed.	
1119	<b>Public Participation :</b> There were no members of the public present	
1120	<b>List of payments for approval up to 29<sup>th</sup> January 2020:</b> Cllrs <b>agreed</b> the list of payments totalling £14,753.38. Cllrs <b>agreed</b> to ask the Clerk to cancel the insurance for the Chair's mobile with immediate effect.	<b>Clerk</b>
1121	<b>Verification of two bank accounts and reconciliation statements up to 29<sup>th</sup> January 2020 and Nationwide bank statement and reconciliation up to 1<sup>st</sup> January 2020</b> – Cllrs <b>agreed</b> all bank statements and reconciliation statements and these were duly signed by Cllr Nicklen. Clerk advised Lloyds Bank account not yet in use until receipt of this year's precept payment, due April 2020 - <b>noted</b> .	
1122	<b>Budget printouts 2019/20 up to 29<sup>th</sup> January 2020</b> – Councillors <b>noted</b> the figures provided, together with the position statement report from the Clerk circulated at the meeting. <ul style="list-style-type: none"><li>• Councillors <b>asked</b> Clerk if enquiries could be made to have leaded light bars on double doors to corridor, similar to those on new doors and existing windows.</li><li>• Clerk advised of email from Adur District Council regarding fee to be added to invoices for someone using Sompting Recreation Ground toilets. Councillors <b>agreed</b> to ask for 10% to be added to all future invoices as this would be more than received now and so as not to adversely affect hirers of the recreation ground. Will review again next year. Clerk to advise ADC accordingly.</li><li>• Councillors <b>agreed</b> to vire £250 max from code 4400 Millfield to code 4352 Conservation to cover "match funding" of new bench to be sited on Malthouse Meadow with private resident, subject to</li></ul>	<b>Clerk</b>        <b>Clerk</b> <b>Clerk</b>

this being agreed at next Amenities and Environment Committee.  
Clerk to add to next A&E agenda

**Clerk**

- Councillors **agreed** potential overspend on code 4085 to cover cost of replacement laptop for Clerk up to max £450 purchase price, plus conversion/new software costs. Clerk to enquire with JSPC if they can provide similar laptop for spec 2.0 not 1.6 GHz at same/similar price. Clerk to liaise with Chair of Council to take this purchase forward.

**Clerk**

**Clerk/CB**

1123 **Vision** – Cllrs reviewed draft list for this committee compiled at last meeting.

- Laptop being progressed now out of this year's budget.
- Facebook page has already improved and is now being updated and refreshed by Cllr Baxter on a regular basis as agreed by Full Council. Staff continue to monitor issues being raised.
- Car park resurfacing - this is to be kept under review pending decision by ADC on Open Space review – change date to April 2020
- Change date of “start a column in the Herald” to June 2020 after Elections in May

**Clerk**

**Clerk**

All draft committee vision statements to be shared with the public at the Annual Parish Meeting in March 2020 to see if public agree with these priorities.

**Clerk**

1124 **Date of next meeting** : 7pm on Wednesday 4<sup>th</sup> March 2020.

**Meeting closed at 8.00pm**

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

**Dated** .....