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**Draft Minutes of Finance Committee held remotely using zoom on 29<sup>th</sup> April 2020**

**Meeting commenced at 7.03pm**

<b>Minute</b>		<b>Action</b>
1136	<b>Attendance:</b> Cllrs Baxter, Nicklen, Thornton, Glynn-Davies. Sue Tubb Assistant Clerk (observing) <b>Clerk :</b> C. Stephenson <b>Non attendance or apologies :</b> Cllr Mansfield	
1137	<b>Apologies:</b> Cllr. Mear, Vimpany	
1138	<b>Declarations of Interest and requests for DPI Dispensations for items on this agenda :</b> None	
1139	<b>Minutes of meeting held on 4<sup>th</sup> March 2020</b> Councillors <b>agreed</b> the minutes are a true record of that meeting and will be duly signed by Cllr Nicklen.	
1140	<b>Public Participation :</b> There were no requests received or members of the public "present"	
1141	<b>List of payments for approval up to 31<sup>st</sup> March 2020:</b> Cllrs <b>agreed</b> the list of payments totalling £13,635.34. A draft list of expenditure from 1 <sup>st</sup> April to 28 <sup>th</sup> April 2020 was circulated for information purposes only and will be updated and formally reported to next meeting.	
1142	<b>Verification of two bank accounts and reconciliation statements up to 31<sup>st</sup> March 2020 and Nationwide bank statement and reconciliation up to 31<sup>st</sup> March 2020 –</b> Cllrs <b>agreed</b> all bank statements and reconciliation statements and these will be duly signed by Cllr Nicklen.	
1143	<b>Budget printouts 2019/20 up to 31<sup>st</sup> March 2020 –</b> Councillors <b>noted</b> the figures provided.	
1144	<b>Grant application received from Victim Support –</b> Councillors agreed a grant of £250.	<b>Clerk</b>
1145	<b>Grant application from Strong Brave Love -</b> Councillors agreed a grant of £250.	<b>Clerk</b>
1146	<b>Grant application from Kent, Surrey, Sussex Air Ambulance -</b> Councillors agreed a grant of £250.	<b>Clerk</b>

- 1147 Councillors formally noted the following :
- a) Grant of £150 had been paid to Lancing and Sompting Coronavirus Community Group as previously agreed by email.
  - b) That £30k had been transferred to Lloyds Bank as previously agreed by this committee. Councillors requested a further £30k be transferred. **Clerk**
  - c) That “zoom” would be used for remote council/committee meetings and the upgrade fee of £14.39 pm was fully supported for the duration of time that such meetings are necessary. Planning Committee will continue to respond to new applications by email to the Assistant Clerk as previously agreed.
- 1148 **Clerk advised councillors of the following matters :**  
 Expenditure incurred as a result of staff working from home
- To divert HJC landline to Clerk mobile £4.40 pm; can be cancelled at any time.
  - To JSPC £30 inc VAT to transfer finance software to new laptop as previously agreed
  - To JSPC £58.80 in VAT to link laptop to desk PC for remote home working.
- All staff are currently working.  
 Small Business Grant received £10k – will help off set loss of income.  
 Office staff are entitled to claim £6pw “working at home allowance” to cover additional expenses incurred caused by working from home. All staff have declined this allowance, but councillors agreed to leave this open depending upon if the lockdown goes on for any length of time.  
 Councillors agreed to ask ADC/WBC to deep clean all 10 Parish bus shelters (once) for public health and hygiene reasons. Clerk to ask if any discount might be possible to the Parish Council and request this be done asap. **Clerk**
- Caretaker currently cleaning all rooms and undertaking some decorating and maintenance while building is closed. Clerk advised a new risk assessment will be required before the building is opened to the public. Clerk to investigate if there is a “fogger” for use in rooms/buildings. **Clerk**
- Loss of income from room bookings anticipated to end May 2020, could be approx. £2,500.
- Water and electricity supplies have been turned off to toilets on Recreation Ground.
- Price obtained to provide required maps needed to complete Neighbourhood Plan max £200. **Agreed.**
- Councillors **agreed** with Clerk’s request to change font on council website at a cost of £32 + VAT but also asked if further changes can be made to functionality/navigation, website doesn’t work well on mobile phone etc.and likely costs involved. Clerk to put Cllr Baxter in touch with web company. **Clerk/CB**
- 1149 **Date of next meeting : 7pm on Wednesday 3<sup>rd</sup> June 2020.**
- Meeting closed at 7.43pm**

Signed .....  
 Chairman

Dated .....