

10th October 2018

NOTICE OF MEETING

The Finance and Administration Committee members are summoned to the meeting to be held on Tuesday 16th October at 7.45 pm at the Council's Meeting Room, 20-22 Maypole Road. Members of the public and press are welcome and encouraged to attend.

Caroline Leet
Village Council Clerk

AGENDA

Mobile phones should be turned off for all meetings, thank you

1. Public Questions – no longer than 15 minutes
2. Apologies for absence
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.
4. To confirm the Minutes of the meeting of the 12th June 2018
5. Clerk's Report*
 - a. To receive bank reconciliations for June, July, August, September 2018
 - b. To note: Unity Trust Bank has made some changes to their paying-in charges for cash and cheque. This will have a negligible effect on the Council
6. Audit
 - a. To receive the External Auditors report and comments for the Annual Return year end March 2018
 - b. To note: Half-yearly internal audit has been arranged for 16th October; report will be presented at the November meeting
7. Budget 2018/19**
 - a. To review the half-yearly expenditure
 - b. To review the predicted year-end
8. To review staffing hours; in particular a review of the past six months looking at contracted hours and over-time hours
9. Budget 2019/20
 - a. To consider an initial view on proposals for the draft budget 2019/20
 - b. Community Equipment (4241) / or to create a road safety code, for £500 to be budgeted to support the proposed shared ownership for a Speed Indicator Device with parishes in the Cluster Group (this was agreed to support by the Public Services Committee)

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- c. To consider allocating funds towards the following projects supported by the Public Services Committee:
- Civic Amenities collections (4211) – to increase the budget from £650 to £1,000 to allow for three collections per year
 - To consider supporting a financial contribution towards a new tennis court access system. The project would be a collaboration with MSDC and AWCTC
- d. Election costs (4030), to allocate a budget for the May elections
10. To receive an update on General Data Protection Regulations (GDPR). This is also a regular full Council agenda item
11. To set a date for the annual Risk Assessment (last carried out 24th October 2017)
12. To review the use of the Members' pages on the website for receiving Council Meeting papers
13. Personnel policies: To consider the arrangements, principles for staff leave and the policy requirements for the following circumstances:
- Bereavement
 - Jury Service
 - Special Leave
14. To consider setting out a Terms of Reference for working groups
15. Internal Dispute Resolution Procedure (IDRP): West Sussex Pension Fund are requesting Scheme employers within the Pension Fund to have the appropriate arrangements/policies in place for dealing with internal disputes and therefore are requesting the Council to an IDPR. To nominate someone to look in to this and prepare a draft policy
16. Any items for reporting or inclusion on future agenda
17. Date of next meeting – Tuesday 20th November (pre-budget meeting)

* see Clerk's report

** Attached papers

Copies of meeting papers are available on request from the Council office