

# Aldwick Parish Council

Aldwick Parish Offices 88 Pryors Lane Aldwick West Sussex PO21 4JF

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CHAIRMAN: Cllr Mrs L. Richardson CLERK/RFO: Sue Batey DEPUTY CLERK: Mary Halpin

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## MINUTES OF THE VIRTUAL MEETING OF THE FINANCE COMMITTEE

### Held on Monday, 21<sup>st</sup> September 2020

at Aldwick Parish Offices.

**Present:** Cllr Mr A Smith (Chairman), Cllr Mr R Gotheridge (Vice Chairman), Cllr Mrs Richardson, Cllr Mrs Coppard and Cllr Mrs Rufey.

**In attendance:** The Clerk.

**Apologies:** Cllr Mrs Stallard – could not connect to the meeting.

The meeting was opened at 6.30pm

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010.20f **Declarations of interest by members.**

None Declared at this time.

011.20f **To approve the minutes of the Finance Committee Meeting held on Monday, 27<sup>th</sup> July 2020.**

Resolved, members agreed that the minutes of the meeting of Monday, 27<sup>th</sup> July 2020 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

012.20f **Clerk's Actions and Report**

**007.20f To discuss the financial implications of purchasing a laptop for each member. This may be required to allow the Council to function virtually as a consequence of the ongoing Corona-Virus restrictions and requirements of a possible 'Hybrid' approach to future meetings Prior to this being proposed to Council for a decision the committee are asked to evaluate the costs and current and future budgetary effects.** It was agreed that a Task & Finish group would be set up to appraise the requirements in more detail prior to the proposal going to Full Council. Members agreed that the Task & Finish group would consist of, Cllr Mrs Richardson, Cllr Mrs Rufey, Cllr Mrs Stallard, Cllr Smith and the Clerk. The group met virtually on Wednesday, 5<sup>th</sup> August 2020 at 3pm via Microsoft Teams and agreed that this item should remain ongoing as more information regarding the long term need within the current pandemic situation was required. The Clerk will return to the Committee any developments and future implications which may affect the Council's operations.

013.20f To receive:

➤ **Questions from members of the public / Representations from any Councillor who has a personal/prejudicial or pecuniary interest in any of the following agenda items – None raised.**

014.20f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

Members were informed that the allotment security boundary had been breached and that the Chairman, Vice Chairman and Clerk had agreed under emergency powers to have the necessary repairs made. Also, arrangements to remove vegetation causing a H&S risk within the allotment site and running the length of the outer boundary was arranged. Members were made aware that this action would be added to the Council agenda for ratification.

015.20f **To agree to appoint Cllr Gotheridge to the 2021/2022 Budget Working Group.**

Proposed, seconded and agreed.

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Chairman

.....  
Date

016.20f. **To agree to extend the 2020/2021 Discretionary Grant window due to the current pandemic situation.**

Proposed, seconded and agreed.

017.20f **To agree the bank/cash/credit card transactions report for 18<sup>th</sup> July to 3<sup>rd</sup> September 2020.**

As the meeting was held virtually members agreed that the chairman would confirmed that that the cheque stubs and invoices had been signed by two signatories and that the financial statement, bank statement (reconciliation) and invoices were in order at a later date. Amendment was made to the VAT entry for invoice no. 1116

018.20f **Correspondence for the Finance Committee.**

None.

Date and time of next meeting:

**Monday, 16<sup>th</sup> November 2020**

The meeting closed at 6.53pm.

Meetings of the Committee are open to the public

Note that attachments are not distributed with copies of the agenda/minutes but are available for inspection with the master copy of the minutes in the Council offices.

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Chairman

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Date