

# Aldwick Parish Council

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

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COUNCIL CHAIRMAN: Cllr Mr Alan Smith CLERK/RFO: Sue Batey ASST. CLERK: Mary Halpin

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## MEETING OF THE FINANCE COMMITTEE

I hereby give you Notice that a meeting of the Finance Committee of Aldwick Parish Council to be held on **Monday, 6<sup>th</sup> September 2021 at 6.30pm** in the Parish Offices and all members of the Committee are hereby summoned to attend.



Clerk/RFO

**Dated: 31<sup>st</sup> August 2021**

Attention is drawn to the requirement for all Councillors to make a declaration of personal or prejudicial and/or pecuniary interests that they may have in relation to items on this agenda. They are reminded to make any declaration at any stage through the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

## AGENDA

1. To elect a Chairman of the Finance Committee for the civic year 2021/2022
2. To elect a Vice Chairman of the Finance Committee for the civic year 2021/2022
3. Apologies for Absence.
4. Declarations of Interest.  
Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.  
Members and officers should make their declaration by stating:
  - a) the item they have the interest in
  - b) whether it is a pecuniary, personal and/or prejudicial interest
  - c) the nature of the interest
  - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under item 7
5. To approve the minutes of the Finance Committee Meeting held on Monday, 22<sup>nd</sup> March 2021.  
(Please note the Finance Meeting of the 26<sup>th</sup> of July 2021 was cancelled – not quorate).
6. Clerk's Actions and Report  
To note the following minutes from the Virtual Council Meeting held on the 4<sup>th</sup> May 2021.
  - 016.21c R. Hall & Co., appointed as the as the Internal Auditor to Aldwick Parish Council for 2021/2022
  - 017.21c Moore are the appointed external auditor to Aldwick Parish Council for 2021/2022 as assigned by the Smaller Authorities Audit Appointments body.
  - 021.21c Section 1 of the Annual Governance Statement 2020/2021 for Aldwick Parish Council - agreed.
  - 022.21c Section 2 Accounting Statements 2020/2021 for Aldwick Parish Council – agreed.
  - 023.21c To approve and adopt the bank reconciliation for YE 31/3/2021 – agreed.
  - 024.21c To approve and adopt the Aldwick Parish Council Explanation of Variances for YE 31/3/2021 – agreed.
  - 025.21c To adopt the notice of Public Rights and Publication of Unaudited Annual Governance
  - 068.20c/ 025.20f Solar panels project came in under budget at £4,076.56 excluding VAT.

7. 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.
8. To agree the Terms of Reference and Delegated powers of the Finance Committee for 2021/2022 and agree to propose to full Council, *see ATT 1*
9. To note Council agreed that the Discretionary Grant 2021/22 window for applications is the 26<sup>th</sup> July 2021 to the 30<sup>th</sup> September 2022, *see min no. 050.21c (23/08/2021)*
10. To agree a Discretionary Grant working group to make recommendations to the Finance Committee meeting of the 18<sup>th</sup> October 2021 and full council on the 15<sup>th</sup> November 2021.
11. To agree a 2022/2023 Budget working group, to make recommendations to Finance Committee meeting of the 29<sup>th</sup> November 2021 and propose to full council.
12. **To note that the following have been agreed by Council (23/08/2021),**  
The installation of a second-generation smart meter for up-to-date billing information, *see min no.051.21c*  
The electricity supplier changes from SSE to Octopus Green. An immediate £50 credit was applied, and both the standing charge and unit rate are better value, *see min no.052.21c*  
New padlocks and keys for the Allotments, cost £95.00, *see min no.053.21c*  
Zoom Membership at £11.99 per month, *see min no.054.21c*  
£200.00 donation to St Wilfrid's hospice, *see min no.056.21c*  
£135 spent on a wreath for L. Richardson, *see min no.055.21c*  
2 replacement benches at West Meads, cost £853.78, including fitting & excluding VAT. Insurance settlement was £603.78, therefore a shortfall of £250.00 as agreed min no. 087.20c, *see min no.057.21c*  
The cost of £156 for a replacement printer and toner, *see min no.058.21c*
13. Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.
14. To agree the bank/cash/credit card transactions report for 5<sup>th</sup> March 2021 to 19<sup>th</sup> August 2021, *see ATT2*
15. Correspondence for the Finance Committee.

Date and time of next meeting:

**Monday, 18<sup>th</sup> October 2021 @ 6.30pm**

**Members of the public are welcome to attend all Council and Committee meetings. Please check [www.aldwickparishcouncil.gov.uk](http://www.aldwickparishcouncil.gov.uk) for any cancellations.**