

Aldwick Parish Council

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

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CHAIRMAN: Cllr Mr Alan Smith CLERK/RFO: Sue Batey DEPUTY CLERK: Mary Halpin

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

Held on Monday, 6th September 2021.

at Aldwick Parish Offices.

Present: Cllr Mr A Smith (Chairman), Cllr Mr R Gotheridge (Vice Chairman), Cllr Mrs Rufey & Cllr Mr J Bass (ex-officio).

In attendance: The Clerk

Apologies: None.

The meeting was opened at 6.30pm

001.21f **To elect a Chairman of the Finance Committee for the civic year 2021/2022**
Cllr Smith was proposed, seconded and duly elected.

002.21f. **To elect a Vice Chairman of the Finance Committee for the civic year 2021/2022**
Cllr Gotheridge was proposed, seconded and duly elected.

003.21f **Declarations of interest by members.**
None Declared at this time.

004.21f **To approve the minutes of the Finance Committee Meeting held on Monday, 22nd March 2021.**
Resolved, members agreed that the minutes of the meeting of Monday, 22nd March 2021 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

005.21f **Clerk's Actions and Report**

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/ Solar panels project came in under budget at £4,076.56 excluding VAT.

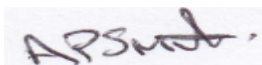
025.20f

006.21f 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.**

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Chairman



Finance Minutes 210906

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Date

18th October 2021

- 007.21f **To agree the Terms of Reference and Delegated powers of the Finance Committee for 2021/2022 and agree to propose to full Council,**
Proposed, seconded and carried.
- 008.21f **To note Council agreed that the Discretionary Grant 2021/22 window for applications is the 26th July 2021 to the 30th September 2022, see min no. 050.21c (23/08/2021)**
Noted by members.
- 009.21f **To agree a Discretionary Grant working group to make recommendations to the Finance Committee meeting of the 18th October 2021 and full council on the 15th November 2021.**
Members agreed that Cllr Smith, Cllr Gotheridge, Cllr Mrs Rufey and the Clerk would form the Discretionary Grant working group for 2021/2022.
- 010.21f **To agree a 2022/2023 Budget working group, to make recommendations to Finance Committee meeting of the 29th November 2021 and propose to full council.**
Members agreed that Cllr Smith, Cllr Gotheridge, Cllr Mrs Rufey and the Clerk would form the 2922/2023 Budget working group.
- 011.21f **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*
Noted by members.
- 012.21f **Any such matters that the Chairman may wish to bring to the attention of the Committee.**
None for this meeting.
- 013.21f **To agree the bank/cash/credit card transactions report for 5th March 2021 to 19th August 2021 To agree invoices received/paid, cheque books, payroll, bank statements and accounts. (Members to select invoice numbers to carry out internal audit check and note any telephone banking transactions or credit card transactions).**
As part of the internal audit members requested to see all finance records connected to invoice numbers **1205 & 1210**. Members confirmed that invoice number **1205** had been paid by Direct Debit and invoice number **1210** had been paid by Direct Debit. Members confirmed 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. The transaction sheet was signed by the Chairman.
- 014.21f **Correspondence for the Finance Committee.**
None for this meeting

Date and time of next meeting: 18th October 2021

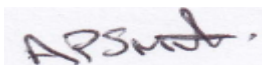
The meeting closed at 6.55pm.

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



Finance Minutes 210906

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Date

18th October 2021

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Chairman

AP Smith

Finance Minutes 210906

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Date

18th October 2021