

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, 18th October 2021.

at Aldwick Parish Offices.

Present: Cllr Mr A Smith (Chairman), Cllr Mr R Gotheridge (Vice Chairman), Cllr Mrs Rufey & Cllr Mrs G Edom.

In attendance: The Clerk

Apologies: None.

The meeting was opened at 6.30pm

The Chairman welcomed Cllr Mrs Edom onto the finance committee.

015.21f **Declarations of interest by members.**

None Declared at this time.

016.21f **To approve the minutes of the Finance Committee Meeting held on Monday, 6th September 2021.**

Resolved, members agreed that the minutes of the meeting of Monday, 6th September 2021 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

017.21f **Clerk's Actions and Report**

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. **Agreed by Council min no. 073.21c**

018.21f 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.**

019.21f **To agree to change the Discretionary Grant recommendations to the Finance Committee, to the meeting of the 29th November and Full Council on the 10th January 2022 (TBC).**

Members agreed the change but stated that they would prefer that the recommendations are presented at the Council meeting on the 15th November if possible.

020.21f **To agree that the Finance Committee meetings will take place at 7pm after the Planning Committee meeting. The meetings will be held every six weeks beginning January 2022.**

Proposed, seconded and agreed.

021.21f **Any such matters that the Chairman may wish to bring to the attention of the Committee.**

None for this meeting.

022.21f **To agree the bank/cash/credit card transactions report for 20th August 2021 to 30th September 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 identified the following arrears, *correction to the Sussex views entry for the 17/09/2021, this should read cheque no. 3444 Sussex Views October 2021, This entry*

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Chairman

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Date

was also removed from the unrepresented cheques list as it had been duplicated, the transaction sheet was amended accordingly.

As part of the internal audit members requested to see all finance records connected to invoice number **1220**. Members confirmed that invoice number **1220** had been paid by cheque no. **3444**. 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. Members also inspected the Wage Book and agreed that all was in order. The transaction sheet was signed by the Chairman.

023.21f **Correspondence for the Finance Committee.**
None for this meeting

Date and time of next meeting: **29th November 2021**

The meeting closed at 7pm.

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.

DRAFT

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Chairman

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Date