

# Aldwick Parish Council

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

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## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

**Held on Monday, 29<sup>th</sup> November 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

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024.21f **Declarations of interest by members.**

Cllr Smith declared a personal, pecuniary & prejudicial interest on item 6 (min no. 028.21f) as a family member is an applicant, (Bognor Regis Community Clean) and stated that he would leave the meeting prior to the item being heard and would therefore not take part in the vote.

Cllr Gotheridge declared a personal, pecuniary & prejudicial interest on item 6 (min no. 028.21f) as he is a member (Aldwick Green Conservation Society) and stated that he would leave the meeting prior to the item being heard and would therefore not take part in the vote.

025.21f **To approve the minutes of the Finance Committee Meeting held on Monday, 18<sup>th</sup> October 2021.**

Resolved, members agreed that the minutes of the meeting of Monday, 18<sup>th</sup> October 2021 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

026.21f **Clerk's Actions and Report**

None for this meeting.

027.21f 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.**

**Cllr Smith and Cllr Gotheridge left the meeting.**

028.21f **To agree to propose to Council for approval the 2021/22 Discretionary Grant recommendations made by the Grants working group.**

Proposed, seconded and carried. Members requested the Clerk submit this to Council for ratification.

**Cllr Smith and Cllr Gotheridge returned to the meeting.**

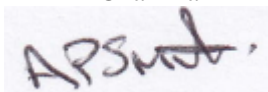
029.21f **To agree to propose to Council for approval the 2022/23 Budget as recommended by the Budget Working Group.**

Proposed, seconded and carried. Members requested the Clerk submit this to Council for ratification.

030.21f **To agree to propose to Council for approval that the 2022/23 precept is retained at 95k.**

Proposed, seconded and carried. Members requested the Clerk submit this to Council for ratification.

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Chairman



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Date 14.3.22

031.21f **Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.**

None for this meeting.

032.21f **To agree the bank/cash/credit card transactions report for 1<sup>st</sup> October 2021 to 11<sup>th</sup> November 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 **1227 & 1230**. Members confirmed that invoice number **1227** had been paid by cheque no. **3454** and invoice number **1230** had been paid by cheque no. **3458**. 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.

033.21f **Correspondence for the Finance Committee.**

None for this meeting

Date and time of next meeting:

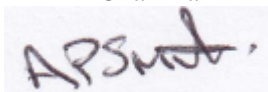
**17<sup>th</sup> January 2022 (after the Planning Committee Meeting)**

The meeting closed at 18.50pm.

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 14.3.22