

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, 14th March 2022.

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 7pm

034.21f **Declarations of interest by members.**

035.21f **To approve the minutes of the Finance Committee Meeting held on Monday, 29th November 2021.**
Resolved, members agreed that the minutes of the meeting of Monday, 29th November 2021 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

036.21f **Clerk's Actions and Report**

028.21f Council min; 028.21f/083.21c agreed the 2021/2022 Discretionary Grant recommendations by the Finance Committee and the Clerk has posted the cheques

029.21f Council min no; 029.21f/083.21c agreed the 2022/2023 Council budget as recommended by the Finance Committee.

030.21f Council min no; 030.21f/083.21c agreed to retain the precept at 95k as recommended by the Finance Committee and the Clerk has notified Arun District Council

037.21f 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.**

038.21f **To note that there will be a 6% rise in the Gardening contractor's costs from the 1st of April 2022.**
Noted. The Clerk informed members that the increase had been incorporated into the 2022/2023 budget.

039.21f **Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.**

None for this meeting.

040.21f **To agree the bank/cash/credit card transactions report for 12th November 2021 to 24th February 2022. 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 **1236A & 1238A**. Members confirmed that invoice number **1236A** had been paid by Direct Debit and invoice number **1238A** had been paid Direct Debit. Members confirmed that all 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.

041.21f **Correspondence for the Finance Committee.**
None for this meeting

Date and time of next meeting:

25th April 2022 (after the Planning Committee Meeting)

The meeting closed at 7.25pm.

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.