

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 June 2022.

at Aldwick Parish Offices.

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

In attendance: The Clerk

Apologies: Cllr Mrs G Edom (previous family commitment).

The meeting was opened at 7pm

001.22f **To Elect a Chairman for the civic year 2022/2023**

Members proposed and seconded Cllr Smith and the motion was carried.

002.22f **To elect a Vice Chairman for the civic year 2022/2023**

Members proposed and seconded Cllr Gotheridge and the motion was carried.

003.22f **Declarations of interest by members.**

None

004.22f **To approve the minutes of the Finance Committee Meeting held on Monday, 14th March 2022.**

Resolved, members agreed that the minutes of the meeting of Monday, 14th March 2022 having been circulated in advance, be taken as read and signed by the Chairman as a true record.

005.22f **Clerk's Actions and Report**

None for this meeting.

006.22f To receive:

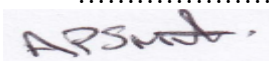
- **Questions from members of the public / Representations from any Councillor who has a personal/prejudicial or pecuniary interest in any of the following agenda items – None raised.**

007.22f **To agree and recommend to Council the Terms of Reference and Delegated Powers for the Finance Committee for 2022/2023.**

Proposed, seconded and carried.

008.22f **Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.**

None for this meeting.

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Chairman Date 20th July 2022

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Finance Minutes 220606

009.22f **To agree the bank/cash/credit card transactions report for 25th February 2022 to 14th May 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 **1266A & 1275**. Members confirmed that invoice number **1266A** had been paid by Direct Debit and invoice number **1275** 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.

010.22f **Correspondence for the Finance Committee.**
None for this meeting

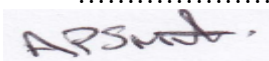
Date and time of next meeting:

18th July 2022 (after the Planning Committee Meeting)

The meeting closed at 7.35pm.

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 Date 20th July 2022

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Finance Minutes 220606