

Aldwick Parish Council

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

Tel & Fax: 01243 263330 Email: clerk@aldwickparishcouncil.gov.uk

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

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

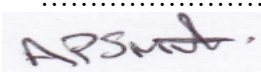
Held on Wednesday, 20th July 2022.

at Aldwick Parish Offices.

- Present:** Cllr Mr A Smith (Chairman), Cllr Mrs G Edom, Cllr Mr Bass (ex-officio) & Cllr Mr L Garner.
- In attendance:** The Clerk
- Apologies:** Cllr Mr R Gotheridge (Vice Chairman) - on holiday , Cllr Mrs Rufey -previous family commitment. Apologies were accepted.

The meeting was opened at 7pm

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- 011.22f **Declarations of interest by members.**
None
- 012.22f **To approve the minutes of the Finance Committee Meeting held on Monday, 6th June 2022.**
Resolved, members agreed that the minutes of the meeting of Monday, 6th June 2022 having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 013.22f **Clerk's Actions and Report**
The clerk reported that costings had been sought to replace the front door frame and the office window and will be presented to council.
The Clerk also reported that the fire panel and fire extinguishers maintenance check had been completed.
- 014.22f 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.**
- 015.22f **Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.**
None for this meeting.
- 016.22f **To agree that the Discretionary Grant application period for 2022/2023 opens on the 25th July 2022 and closes on the 30th September 2022.**
Proposed, seconded and carried.
- 017.22f **To agree the bank/cash/credit card transactions report for 20th May 2022 to 30th June 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 **1282**. Members confirmed that invoice number **1282** had been paid by cheque no. 3546. 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.

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 Chairman

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Date 30th August 2022

018.22f **Correspondence for the Finance Committee.**
None for this meeting

Date and time of next meeting:

30th August 2022 @ 7pm
(to follow the Planning Committee Meeting)

The meeting closed at 7.15pm.

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 30th August 2022