

# 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

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## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

**Held on Tuesday, 30<sup>th</sup> August 2022.**

at Aldwick Parish Offices.

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

**In attendance:** The Clerk and Cllr Mrs D Thas

**Apologies:** None.

The meeting was opened at 7pm

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019.22f **Declarations of interest by members.**

None

020.22f **To approve the minutes of the Finance Committee Meeting held on Wednesday, 20<sup>th</sup> July 2022.**  
Resolved, members agreed that the minutes of the meeting of Wednesday, 20<sup>th</sup> July 2022 having been  
circulated in advance, be taken as read and signed by the Chairman as a true record.

021.22f **Clerk's Actions and Report**

None for this meeting.

022.22f 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.**

023.22f **Any such matters that the Chairman may wish to bring to the attention of the Finance  
Committee.**

None for this meeting.

024.22f **To agree which members will form the Discretionary Grant working group 2022/23, to assess this  
year's applications and make recommendations to the Finance Committee by 21<sup>st</sup> November 2022.**  
**Note: the closing date for applications is 30<sup>th</sup> September 2022.**

Members proposed that Cllrs Mrs Edom, Smith, Garner and Mrs Rufey would form the Discretionary  
Grants working group, this was seconded and carried.

025.22f **To agree which members will form the 2023/24 Budget working group, to recommend a 2023/24  
budget to the Finance Committee. Note: first meeting will be arranged for early October for  
presentation to the Finance Committee on 21<sup>st</sup> November 2022.**

Members proposed that Cllrs Gotheridge, Smith, Mrs Edom, Garner and Mrs Rufey would form the  
Budget working group, this was seconded and carried.

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Chairman

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Date

- 026.22f **To agree the bank/cash/credit card transactions report for 1<sup>st</sup> July 2022 to 11<sup>th</sup> August 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 **1291 & 1297**. Members confirmed that invoice number **1291** had been paid by cheque no. 3555 and that invoice number **1297** had been paid by cheque no. 3562. 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.
- 027.22f **Correspondence for the Finance Committee.**  
None for this meeting.

Date and time of next meeting:

**Monday, 10<sup>th</sup> October 2022 @ 7pm  
(to follow 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.

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Chairman

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Date