

Aldwick Parish Council

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

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CHAIRMAN: Cllr Mrs L. Richardson CLERK/RFO: Sue Batey ASST CLERK: Mary Halpin

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

Held on Monday, 21st January 2019

at Aldwick Parish Offices.

Present: Cllr Mr A Smith (Chairman), Cllr Mr I Manion (vice Chairman) Cllr Mrs Stallard, Cllr Mrs Richardson, Cllr Mr T Mulling, Cllr Mrs Rufey, Cllr Mrs S Coppard & Cllr Mr R Dyer.

In attendance: The Clerk and 1 member of the public.

Apologies: None.

The meeting was opened at 7.03pm

065.18f **Declarations of interest by members.**

None.

066.18f **To approve the minutes of the Finance Committee Meeting held on Monday, 10th December 2018.**

Resolved, members agreed that the minutes of the meeting of Monday, 10th December 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

067.18f **Clerk's Actions and Report**

059.18f – 2019/2020 Budget agreed by Council min no.131.18c

060.18f – 90k precept for 2019/2020 agreed by Council and requested from Arun District Council min no.131.18c

061.18f – 2019/2020 earmarked reserves agreed by Council min no. 131.18c

062.18f – 2019/2020 direct debits agreed by Council min no. 131.18c

068.18f To receive:

➤ **Questions from members of the public** - None raised.

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

069.18f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

None for this meeting.

070.18f **Differed from the last meeting min no. 058.18f**

To agree that Bognor Regis Neighbourhood Watch is awarded a Discretionary Grant from the 2018/2019 allocation. The requested amount is £250.00 and propose to Council.

The Chairman invited the Neighbourhood Watch Area Co-Ordinator for Aldwick to address members regarding his Discretionary Grant application for new and replacement Neighbourhood Watch signs within the Aldwick area. The Area Co-ordinator informed members that the fitting costs had been revised down and that the amount of Discretionary grant now required was £213.36. A discussion took place and a member moved to propose that the Discretionary Grant for £213.36 be awarded, this was seconded and carried. Members agreed that this will be proposed to Council for ratification.

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Chairman

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Date

071.18f **To agree that the wording of the earmarked reserve heading ‘Gas Supply’ be amended to ‘installation of Gas Supply to the Parish Council Offices’ in order to clarify that the £5,000 allocation is for gas installation and not gas consumption.**
Proposed, seconded and carried. The Clerk will amend the 2019/2020 Budget Sheet.

072.18f **To agree the bank/cash/credit card transactions report for 30th November 2018 to 10th January 2019. 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 **910A, 911 & 930**. Members confirmed that invoice number **910A** had been paid by **Cheque no 3015**, invoice number **911** had been paid by **Cheque no 3004** and invoice number **930** had been paid by **Cheque no 3031** and that this invoice had not yet been presented for payment therefore did not appear on the bank statement. 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. The transaction sheet was signed by the Chairman.

073.18f **Correspondence for the Finance Committee.**
None for this meeting.

Date and time of next meeting:

4th March 2019 @ 7pm

The meeting closed at 7.45pm.

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