

Aldwick Parish Council

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

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

MEETING OF THE FINANCE COMMITTEE

I hereby give you Notice that a meeting of the Finance Committee of Aldwick Parish Council to be held on **Tuesday, 28th May 2019 at 7pm** in the Parish Offices and all members of the Committee are hereby summoned to attend.



Clerk/RFO

Dated: 21st May 2019

Attention is drawn to the requirement for all Councillors to make a declaration of personal or prejudicial and/or pecuniary interests that they may have in relation to items on this agenda. They are reminded to make any declaration at any stage through the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

AGENDA

1. To elect a Chairman of the Planning Committee for the civic year 2019/2020.
2. To elect a Vice Chairman of the Planning Committee for the civic year 2019/2020.
3. Apologies for Absence.
4. Declarations of Interest.

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

 - a) the item they have the interest in
 - b) whether it is a pecuniary, personal and/or prejudicial interest
 - c) the nature of the interest
 - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under item 7.
5. To approve the minutes of the Finance Committee Meeting held on Monday, 15th April 2019.
6. Clerk's Actions and Report – No actions to report on.
7. 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.
8. Any such matters that the Chairman may wish to bring to the attention of the Finance Committee.
9. To agree to replace the laser printer at a cost of £738.00 (ex VAT), or purchase high capacity ink trays at a cost of £699.00 (ex VAT), *see Clerks Report ATT1*
10. To agree and recommend to Council the Terms of Reference and Delegated Powers of the Finance Committee for 2019/2020, *see ATT2*
11. To receive the Internal Audit Report for YE 2019.
12. To agree and recommend to Council for approval and Council Chairman's signature the Annual Governance and Accountability Return 2018/2019 Part 3, *see ATT 2*
 - Annual Internal Audit Report
 - Annual Governance Statement 2018/2019
 - Accounting Statements 2018/2019
 - Explanation of variances 2018/2019

- Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return for YE 31/3/2019
13. To recommend to Council for approval and Chairman's signature the Bank Reconciliation for YE 2019,
Please note: Documents relating to item 11 & 12 will be issued at the meeting. The Annual Return must be with the External Auditors by 15th July 2019.
 14. To agree that the 2019/2020 Discretionary Grant application period is for 8 weeks, starting on the 9th July 2019 and finishing on the 3rd September 2019. Notice of this period and the application pack will be placed on the website and notification placed in the newsletter and on the notice boards.
 15. To agree the bank/cash/credit card transactions report for 29th March 2019 to 16th May 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), *see ATT*
 16. Correspondence for the Finance Committee.

Date and time of next meeting:

Monday, 8th July 2019 @ 7pm

Meetings of the Committee are open to the public