

# 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

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## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

**Held on Tuesday, 28<sup>th</sup> May 2019**

at Aldwick Parish Offices.

**Present:** Cllr Mr A Smith (Chairman), Cllr Mrs S Coppard & Cllr Mr R Gotheridge (vice Chairman).

**In attendance:** The Clerk and 2 members of the public.

**Apologies:** Cllr Mrs Rufey (Holiday), Cllr Mrs Stallard (Hospital appointment), Cllr Mrs Richardson (Representing APC at the Highways & Transport sub-committee), accepted and approved.

The meeting was opened at 7.pm

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001.19f **To elect a Chairman of the Finance Committee for the civic year 2019/2020.**

Cllr Smith was proposed, seconded and duly elected.

002.19f **To elect a Vice Chairman of the Finance Committee for the civic year 2019/2020.**

Cllr Gotheridge was proposed, seconded and duly elected.

003.19f **Declarations of interest by members.**

None.

004.19f **To approve the minutes of the Finance Committee Meeting held on Monday, 15<sup>th</sup> April 2019.**

Resolved, members agreed that the minutes of the meeting of Monday, 15<sup>th</sup> April 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

005.19f **Clerk's Actions and Report**

No actions to report for this meeting.

006.19f 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.

007.19f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

None for this meeting.

008.19f **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).**

Members agreed that it would be better value to purchase a new printer as the current printer has been in service for 8 years. Members' recommendation - to propose to Council, that the Parish Council purchase a new laser printer at a cost of £738.00 (ex VAT).

009.19f **To agree and recommend to Council the Terms of Reference and Delegated Powers of the Finance Committee for 2019/2020.**

Proposed, seconded and carried. Members requested that the document be proposed to Council for approval.

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Chairman

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Date

- 010.19f **To receive the Internal Audit Report for YE 2019.**  
Members noted the document. This document will be presented at the next Council meeting.
- 011.19f **To agree and recommend to Council for approval and Council Chairman's signature the Annual Governance and Accountability Return 2018/2019 Part 3.**
- **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**
- Members agreed the documents and voted in favour of recommendation to Council.
- 012.19f **To recommend to Council for approval and Chairman's signature the Bank Reconciliation for YE 2019,**  
Members agreed to recommend the document to Council for approval.
- 013.19f **To agree that the 2019/2020 Discretionary Grant application period is for 8 weeks, starting on the 9<sup>th</sup> July 2019 and finishing on the 3<sup>rd</sup> 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.**  
Proposed, seconded and carried.
- 014.19f **To agree the bank/cash/credit card transactions report for 29<sup>th</sup> March 2019 to 16<sup>th</sup> 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).**  
As part of the internal audit members requested to see all finance records connected to invoice numbers **964 & 965**. Members confirmed that invoice number **964** had been paid by **Cheque no 3084**, and invoice number **965** had been paid by **Cheque no 3091**. 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.
- 015.19f **Correspondence for the Finance Committee.**  
None for this meeting.

Date and time of next meeting:

**8<sup>th</sup> July 2019 @ 7pm**

The meeting closed at 7.34 pm.

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

FinanceMinutes190528

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Date