

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

---

## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE

**Held on Monday, 15<sup>th</sup> April 2019**

at Aldwick Parish Offices.

**Present:** Cllr Mr A Smith (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:** Cllr Mr I Manion (vice Chairman) at a previously arrangement meeting, accepted and approved.

The meeting was opened at 7.pm

---

074.18f **Declarations of interest by members.**

None.

075.18f **To approve the minutes of the Finance Committee Meeting held on Monday, 21<sup>st</sup> January 2019.**

Resolved, members agreed that the minutes of the meeting of Monday, 21<sup>st</sup> January 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

076.18f **Clerk's Actions and Report**

070.18f Council agreed min no: 153.18c/070.18f - that Bognor Regis Neighbourhood Watch be awarded a 2018/2019 Discretionary Grant for £213.36.

071.18f Council agreed min no: 153.18c/071.18f - 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.

077.18f 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.

078.18f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

None for this meeting.

079.18f **To agree the bank/cash/credit card transactions report for 11<sup>th</sup> January 2019 to 28<sup>th</sup> March 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 **932, 936 & 937**. Members confirmed that invoice number **932** had been paid by **Cheque no 3029**, invoice number **936** had been paid by **Cheque no 3039** and invoice number **937** had been paid by **Cheque no 3037**. 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.

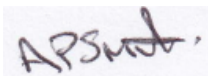
Members noted an error on the transaction sheet in the petty cash section, this should read; closed at £114.15 and not £114.50. This was amended and the following corrections applied;-

Overall cash balance now reads - £66278.07 and not £66278.42

General Reserve now reads - £10564.42 and not £10564.77.

The transaction sheet was signed by the Chairman.

airman



FinanceMinutes190121

Date 28<sup>th</sup> May 2019

080.18f **Correspondence for the Finance Committee.**  
None for this meeting.

Date and time of next meeting:

**TBA 2019 @ 7pm**

The meeting closed at 7.20pm.

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.