

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 DEPUTY CLERK: Mary Halpin

MINUTES OF THE VIRTUAL MEETING OF THE FINANCE COMMITTEE

Held on Monday, 27th July 2020

at Aldwick Parish Offices.

Present: Cllr Mr A Smith (Chairman), Cllr Mrs Stallard, Cllr Mrs Richardson, Cllr Mrs Coppard and Cllr Mrs Rufey.

In attendance: The Clerk.

Apologies: Cllr Mr R Gotheridge (Vice Chairman) - work commitments.

The meeting was opened at 6.30pm

001.20f **Declarations of interest by members.**

None Declared at this time.

002.20f **To approve the minutes of the Finance Committee Meeting held on Monday, 16th March 2020.**

Resolved, members agreed that the minutes of the meeting of Monday, 16th March 2020, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

003.20f **Clerk's Actions and Report**

074.19f/066.19f – **That Aldwick Parish Council invest £10,000 in The Aldwick Community Society to assist with the purchase of the building and freehold, (Formally: The Ship Inn -Aldwick Street).**

Proposed to Council on 15th June 2020 and Council agreed the following:

Min no. **011.20c** -Deferred for 3 months due to the current Covid-19 pandemic situation. The Clerk further updated members on the notification received from the Aldwick Community Society stating that the project to raise the funds to buy the building had been withdrawn for the following reasons;

- The Society have only managed to raise about £60,000 which is well short of the minimum target of £450,000. In the end, the community evidently could not support the campaign financially. That is the main reason for calling a halt to the Share Issue.
- The unforeseen Covid crisis has made redundant our economic model and cash flow forecasts. Like all hospitality businesses today the Ship Inn would face real difficulties being viable given social distancing and government restrictions.
- In the present circumstances it is not certain that enough local customers would book, eat and drink at the Ship Inn pub-restaurant in sufficient numbers.
- We may well have faced increased refurbishment costs to make the building Covid safe.
- We are checking whether the site owners have indeed finally signed the lease with One Stop Stores. If they have, there is no prospect of our buying the freehold.

The clerk informed members that this item is now closed.

004.20f 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.**

005.20f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

The chairman had no matters to raise.

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Chairman

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Date

006.20f **To appoint members to the 2021/2022 Budget Working Group – the first meeting to be held in October 2020.** It was agreed that the following members would form the budget working group; Cllr Ms Richardson, Cllr Mrs Rufey, Cllr Mrs Coppard, and Cllr Mr Smith.

007.20f. **To discuss the financial implications of purchasing a laptop for each member. This may be required to allow the Council to function virtually as a consequence of the ongoing Corona-Virus restrictions and requirements of a possible ‘Hybrid’ approach to future meetings Prior to this being proposed to Council for a decision the committee are asked to evaluate the costs and current and future budgetary effects.** Members studied the information supplied by the Clerk and agreed that the subject required more examination. It was agreed that a Task & Finish group would be set up to appraise the requirements in more detail prior to the proposal going to Full Council. Members agreed that the Task & Finish group would consist of - Cllr Mrs Richardson, Cllr Mrs Rufey, Cllr Mrs Stallard, Cllr Smith and the Clerk and that the meeting would be held virtually on Wednesday, 5th August 2020 at 3pm via Microsoft Teams which the Clerk will set up.

008.20f **To agree the bank/cash/credit card transactions report for 6th March 2020 to 17th July 2020. 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 **1105, 1089 & 1104**. As the meeting was held virtually members agreed that the chairman would confirmed that 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 at a later date. The clerk will make the arrangements for the chairman to view the documents.

009.20f **Correspondence for the Finance Committee.**
Noted under min no; 003.20f

Date and time of next meeting:

TBA

The meeting closed at 7.01 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

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Date