

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, 10th December 2018

at Aldwick Parish Offices.

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

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

Apologies: Cllr Mr I Manion (vice Chairman) previous engagement, apologies accepted and approved.

The meeting was opened at 7.pm

052.18f **Declarations of interest by members.**

None.

053.18f **To approve the minutes of the Finance Committee Meeting held on Monday, 29th October 2018.**

Resolved, members agreed that the minutes of the meeting of Monday, 29th October 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

054.18f **Clerk's Actions and Report** - None reported.

055.18f 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.

056.18f **Any such matters that the Chairman may wish to bring to the attention of the Committee**

None for this meeting.

057.18f **To agree that Victim Support is awarded a Discretionary Grant from the 2018/2019 allocation. The requested amount is up to £150.00 and propose to Council.**

Proposed, seconded and agreed that Victim Support is awarded £150.00 as a Discretionary Grant. Members requested that this be proposed to Council.

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.**

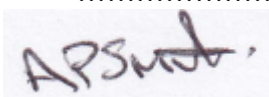
Seconded, Members agreed that this item should be deferred to the next Finance Committee meeting as more detailed information is required. It was also agreed that Cllr Smith would contact the applicant to seek the information regarding numbers of signs identified and there positioning.

059.18f **To agree the 2019/2020 draft budget recommended by the Budget working group**

Proposed, seconded and agreed. Members requested that this be proposed to Council. Cllr Dyer stated that he did not think the earmarked reserve heading 'Gas Supply' was adequate and that he would propose a more acceptable title at the next Finance meeting.

060.18f **To agree the 2019/2020 precept requirement for Aldwick Parish Council is £90,000**

Proposed, seconded and carried. Members requested that this be proposed to Council.

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Chairman

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Date 21st January 2019

- 061.18f **To agree the earmarked reserves for 2019/2020, recommended by the Budget working group,**
Proposed, seconded and carried. Members requested that this be proposed to Council.
- 062.18f **To agree the Direct Debits for 2019/2020 as stated on the draft Budget Sheet**
Proposed, seconded and carried. Members requested that this be proposed to Council.
- 063.18f **To agree the bank/cash/credit card transactions report for 25th October 2018 to 29th November 2018. 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 number **896**. Members confirmed that invoice number **896** had been paid by **Cheque no 2997**. Members confirmed that the cheque stub and invoice had been signed by two signatories and that the financial statement, bank statement (reconciliation) and invoices were in order. Correction to wages entry was made; changed from Oct to Nov on cheques no's 3007, 3008 & 3009. The transaction sheet was signed by the Chairman.
- 064.18f **Correspondence for the Finance Committee**
- The Clerk explained the list of Town/Parish tax bases for 2019/2020 sent by Arun District Council.
 - The Clerk informed Members about Arun District Council's newly appointed Independent Remuneration Panel and that the Panel is proposing to take its report to the Audit & Governance Committee in February 2019. The Clerk informed members that comments from Town/Parish Councils are being sought but the timescale for reply was very short ending on the 2nd January 2019.

Date and time of next meeting:

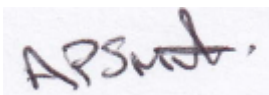
21st January 2019 @ 7pm

The meeting closed at 8.15pm.

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 21st January 2019