



## ALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 15 February 2022 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA**

**Present:** Cllr Warden - Chairman, Cllr Harbord, Cllr Flitter, & Cllr Beaton

Marie Singleton – Parish Clerk

**Members of the public present:** No members of the public were present

**87. Agenda item 1 - Apologies for absence**

Apologies were received from Cllr Trabucco (work commitment).

**88. Agenda item 2 - Declarations of Interest**

No declarations received.

**89. Agenda item 3 - Minutes of previous meeting held on 23 November 2021**

It was proposed by Cllr Harbord and seconded by Cllr Beaton that the Minutes of 23 November 2021 be accepted as true and accurate. This was unanimously agreed and signed by the Chairman.

**90. Agenda item 4 – Matters arising from previous minutes not covered on the agenda**

The Clerk confirmed that all matters on the action Items listing for 23 November 2021 had been resolved.

**91. Agenda item 5 - Public Participation**

No public were present at the meeting.

**92. Agenda item 6 – Finance update from RFO Andy Beams**

- The RFO confirmed all financial records were up to date as of 31.01.22 and now all on the RBS system.
- As a result of finding outstanding invoices, the VAT report was now able to be run and it was agreed that at this stage of the financial year that it would be submitted to HMRC in April 2022.
- The Bank statements were all reconciled, and it was explained that any differences shown were due to unreconciled cheques that had yet to go through the bank.
- A full list of January 22 accounts was provided and discussed.
- It was agreed that general and earmarked reserves should be identified in the accounts, and this would be done at the end of the financial year.

**ACTION – Clerk to contact ADC to identify the £5k income that had been received in the June 2021 bank statement.**

**93. Agenda item 7 – Internal Audit 2021-2022 – Interim Audit Report**

An interim audit had taken place on 01.02.22 by Farsight Consulting. The synopsis of the report read “I can report that the Council has made good progress to address issues raised in my 2020-2021 audit report, although there is still some work to do – The Council is in a much stronger position now this remedial work has been completed”.

A number of items were discussed: -

- Westergate Recreation Ground Fund – we had been advised by CCLA that the Charity Commission website needs to mirror the names on the Bank Mandate. The Councillors were therefore added as Trustees of the Fund on the website. It is believed the Incorporation Document states that it is the Aldingbourne Parish Council that is the entity of the fund and not individuals. The Clerk will check and amend the Charity Commission website as appropriate. Cllr Warden will check to see if we have access to Bank Statements for the Recreation Ground Fund so the RFO can submit all outstanding Annual Returns to the Charity Commission.
- The end of financial year 2019/2020 and 2020/2021 external audit certificates had not been finalized following our submissions, and the Parish Council had not received the Notice of Public Rights for the period. The RFO agreed to contact the external auditor Moore, requesting that this situation be resolved as soon as possible requesting that the 2019/2020 audit is signed off noting the incompleteness of this document, and that they also proceed to review the documentation for 2020/2021. This documentation was submitted and acknowledged by Moore on time.
- The contract with Mulberry for the RFO role ends 31.03.22, it was agreed and confirmed by Andy Beams that he would continue to complete the end of financial year 2021/2022 and finalize the outstanding audit items. The Clerk to add to the next Full Council agenda for agreement by the Full Council.

All other action points on appendix A list of recommendations on the audit were already in hand.

94. **Agenda item 8 – To note Budget Plan and Outturn to 31.12.21**

The Budget Plan and Outturn to 31.12.21 was noted.

95. **Agenda item 9 – to agree a list of Service Level Agreements for 2022/2023**

The list of Service Level Agreements and Contracts was agreed for 2022/2023. Clerk to add to next Full Council agenda for approval.

96. **Agenda item 10 - To review insurance cover for 2022/2023**

The insurance policy was reviewed, an item on the Risk Register from 2021 highlighted that the Fidelity Guarantee should be investigated. This was done, and it agreed there was no need to increase the cover. Clerk to provide the Full Council with a list of key headings with amounts covered for approval.

97. **Agenda item 11 – To review Risk Assessment/Register for 2022/2023**

The Risk Assessment/Register for 2022/2023 was reviewed. The Clerk had updated the Risk Assessment/Register from last year and added comments for any outstanding items. The Grant application form and policy needs to be reviewed, and the amounts that can be applied for need to be agreed. Clerk to action. As the Risk Assessment/Register is Rag Rated, it was requested that the Risk Rating column be colour coded. A number of other slight amendments were made, and the Clerk will add this onto the next Full Council agenda for approval.

98. **Agenda item 12 – To review and discuss reserves for 2022/2023**

As agreed under item 92 to identify general and earmarked reserves in the accounts, it had previously been approved at the last Full Council Meeting that any surplus money at the end of the financial year 2021/2022 which is looking at a possible £250/£260k should be classed as earmarked reserves for the future re-build of the Aldingbourne Community Sports Centre and moved in the Business Account. The precept for 2022/2023 of £146,979 should be held in general reserves and decisions on what to move to earmarked reserves should be taken at the end of each financial year.

99. **Agenda item 13 – To review the Asset Register for 2022/2023**

The internal audit has identified that the current Asset Register was incorrect in its format. There should be dates of when items were purchased, and the cost should be the original or proxy cost and not an insurance valuation. The RFO confirmed that any capital asset identified over £10k would need to be replaced by another capital asset and not just disposed of. It was agreed not to record any asset under £100, and that the RFO would provide a new template for us to complete. The Clerk will put on the next Full Council Agenda to agree the current listing of assets and to approve the recommendation not to record items under £100.

**100. Agenda item 14 – To discuss financial reporting arrangements for 2022/2023**

It was agreed that as the Finance Committee did not meet monthly, that the monthly finance reports and bank statements should be signed off by the Chairman Cllr Warden with the Clerk and noted on the Finance Committee meetings that this had taken place.

**101. Agenda item 15 – To review and discuss any changes to the Business Plan 2021-2026**

All Councillors had been invited to attend this part of the meeting to add any further comments or request additional projects for consideration. It was agreed to start reviewing the Business Plan in October 2022 in time for writing the next Budget Plan. There were no changes to the next financial year's budget, and it was agreed that the Budget approved 7 December 2021 should remain with no further action required.

**102. Agenda item 16 – to consider any urgent matters that cannot wait until the next meeting**

None.

**103. Agenda item 17 - To note the date of the next Finance Meeting**

Tuesday 26 April 2022 7.00 pm at the Aldingbourne Community Sports Centre.

There being no further business for discussion the meeting closed at 9.25 pm

Signed .....(Chairman)

Date .....

**PLEASE NOTE THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT FINANCE MEETING TO BE HELD ON TUESDAY 26 APRIL 2022**