



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 28 June 2022 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Present: Cllr Warden – Chair of Parish Council, Cllr Harbord, & Cllr Trabucco.

Marie Singleton – Parish Clerk

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

118. Agenda item 1 - Apologies for absence

Apologies were received from Cllr's Beaton & Flitter (personal).

119. Agenda item 2 - Declarations of Interest

Cllr Warden declared an interest as a Trustee of the Aldingbourne Community Sports Centre.

120. Agenda item 3 – To Elect Chair of Finance Committee for 2022/2023

Cllr Warden volunteered to continue as Chair of the Finance Committee for 2022/2023.
Proposed Cllr Harbord, seconded Cllr Trabucco.

121. Agenda item 4 - Minutes of previous meeting held on 26 April 2022

It was proposed by Cllr Harbord and seconded by Cllr Trabucco that the minutes of 26 April 2022 be accepted as true and accurate. This was unanimously agreed and signed by the Chair Cllr M Warden.

122. Agenda item 5 – Matters arising from previous minutes not covered on the agenda

The Clerk confirmed that all matters on the action Items listing for 26 April 2022 had been resolved apart from the Asset Register which is still ongoing. A new format had been approved and Cllr Harbord had found dates and specific costings for the Parish Noticeboards. The Clerk confirmed the Asset Register would be updated. In-depth discussion then took place on the insurance risks and ownership of the Westergate Bus Shelter, including two more that the Parish Council we will be adopting in due course, and the new Artwork that will be installed in October 2022 at the ACSC. The Parish Council has not purchased these items and Cllr Harbord agreed to investigate the responsibilities with WSCC and ADC on the insurance implications.

123. Agenda item 6 - Public Participation

No members of the public were present at the meeting.

124. Agenda item 7 – Internal Audit 2021-2022 – Final Audit Report

The Clerk had provided a copy of the report received 27 June 2022 and went through the recommendations. A response on each was provided and agreed at this meeting and the report will be updated to reflect these decisions and submitted to the Full Council for approval on the 5.07.22.

125. Agenda item 8 – To note signed External Auditor Report & Certificate 2018/2019 and 2019/2020.

Reports were noted and the Clerk confirmed they would be published on the website as per publication regulations.

- 126. Agenda item 9 – To note the CIL payments and agree to hold in a separate cost centre.**
 The Clerk advised this was a recommendation of the internal auditor and included in his report. A cost center has now been set up in the accounting system to reflect the income received and has been earmarked for the rebuilding of the ACSC. This was agreed by all Councillors present and is on the Full Council Agenda for 05.07.22.
- 127. Agenda item 10 - To review the new Asset Register for 2022/2023**
 See minute item 122 above.
- 128. Agenda item 11 – To note report on Aldingbourne Village Hall Fund (AVHF) and to discuss any action required on the Fund and any changes on the named Trustees.**
 A report had been provided by Dennis Leonard, Chairman of Trustees of the AVHF and this was noted. Mr Leonard had in addition advised the Clerk that the Parish Council would be approached when the end of term for a Trustee would be coming up which is usually in February of any given year. There were no current Parish Councillors on the committee of Trustees which is made up of volunteers and confirmation was received that their constitution states quite categorically that "the person/s appointed may be but need not be a member of the appointing body". As the fund is invested for the upkeep, maintenance, and repair of the Aldingbourne Community Centre it was mentioned that a future discussion should take place on whether the fund can be used for the re-build of the ACSC. The Clerk was asked to contact Mr Leonard and invite him to a meeting of the Full Council in October 2022.
- 129. Agenda item 12 – To note the move of the finance software system to the Rialtas Cloud**
 Noted that this would be happening on 07.07.22.
- 130. Agenda item 13 - To note bank account transfers as previously agreed.**
 It was noted that a transfer had been made of £199,928.11 to the Business Savings Account as previously agreed by the Full Council. The balance would now read £200k.
- 131. Agenda item 14 – To note the date of the next Finance Meeting.**
 Tuesday 14 October 2022 7.00 pm at the Aldingbourne Community Sports Centre.

There being no further business for discussion the meeting closed at 8.30 pm

Signed(Chair)

Date

**PLEASE NOTE THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED
 AT THE NEXT FINANCE MEETING TO BE HELD ON TUESDAY 14 OCTOBER 2022**