



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 26 April 2022 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Present: Cllr Warden - Chairman, Cllr Harbord, Cllr Flitter, & Cllr Trabucco.

Marie Singleton – Parish Clerk

Andy Beams – Locum RFO – Mulberry & Co

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

104. Agenda item 1 - Apologies for absence

Apologies were received from Cllr Beaton (personal).

105. Agenda item 2 - Declarations of Interest

Cllr Warden as Trustee of Aldingbourne Community Sports Centre.

106. Agenda item 3 - Minutes of previous meeting held on 15 February 2022

It was proposed by Cllr Flitter and seconded by Cllr Harbord that the Minutes of 15 February 2022 be accepted as true and accurate. This was unanimously agreed and signed by the Chairman.

107. 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 15 February 2022 had been resolved.

108. Agenda item 5 - Public Participation

No public were present at the meeting.

109. Agenda item 6 – Finance update from RFO Andy Beams

- The RFO confirmed all financial records were up to date as of 31.03.22 and he had prepared the AGAR (copy had been circulated in advance of the meeting). All figures added up and are reconciled to the RBS system. The next steps would be for the internal auditor to complete an audit, which the Clerk confirmed is booked for the 16 June 2022, this will then need to be approved by the Parish Council before the end of June. It was agreed to move the Finance Meeting from the 21 June to 28 June 2022 which would start with an EGM of the Full Council to approve the AGAR. The deadline for submission to the external auditor is 30 June 2022.
- The RFO advised that his only concern was the amount of money that was currently showing on the system in the general reserves, please see agenda item 9 for full details.
- The RFO confirmed that the final VAT return had been submitted to HMRC, it was recommended that the return should be sent 6 monthly, unless there were large amounts of VAT to be claimed because of any large projects that may be undertaken.
- The issue raised on the 2021 internal audit regarding the external auditor Moore and the signing off, of the last 2 years accounts had still not been resolved. The Public Notice that had been outstanding for 2020/2021 had been published, but it was recognised that there were no figures available for the 2019/2020. It was requested that Moore noted this on the paperwork for 2019/2020 and allow us to finalize our accounts for 2020/2021. The RFO continues to chase and has advised that the

current tenders are being reviewed and Parish Councils would be notified shortly of any changes to the external auditors that were allocated to the Parish Councils.

- Cllr Harbord asked about the Public Works Loan (PWL) that was still outstanding. It was noted that it was for works done at the Aldingbourne Community Sports Centre some time ago and that the loan finished in 2025. There was a brief discussion on the merits of paying off the loan, but it was confirmed that the outstanding amount was only £2,298.

ACTION – RFO to provide Clerk with a suggested agenda order listing for the Full Council EGM on 28 June 2022.

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

The Clerk had provided an updated paper and responses to the list of recommendations that the internal auditor had included in his report of 8 February 2022 – all were noted. The RFO confirmed that he was more than happy with the responses and the way the audit was being managed since the Clerk had taken over, the Councillors thanked the Clerk for all her work. There is only one item outstanding and that is to do with previous external auditors reports as outlined above.

111. Agenda item 8 – To note Budget Plan and Outturn to 31.03.22

The Budget Plan and Outturn to 31.03.22 was noted.

112. Agenda item 9 – To agree the end of year Bank Account figures and confirm agreement of transfer to Earmarked Funds and the Business Account.

It was noted that the end of year bank account figures was: -

Community Account - £271,296.89

Business Savings Account - £71.89

Total £271,368.78

As per agenda item 6 regarding general reserves, the RFO recommended that at least 50% of the precept was kept in general reserves, and the rest could be moved to earmarked reserves specifically for the re-building of the ACSC. There are two parts to this agenda item, the amounts that are to be allocated within the RBS system, and the separate point of the amounts that should be transferred between the bank accounts. It was proposed by Cllr Flitter and seconded by Cllr Trabucco that 50% should stay in general reserves a figure of £71,296 and £200,000 to be put in earmarked reserves for the ACSC project and legal/professional fees.

Regarding the bank accounts it would be recommended to the Full Council that a transfer should be made of £199,928.11 to the Business Savings Account which would then show a balance of £200k. Proposed Cllr Warden, seconded Cllr Trabucco and agreed by all present.

If the above is agreed by the Full Council, then the annual return for 31.03.22 would be changed to reflect these recommendations.

113. Agenda item 10 - To review the new Asset Register for 2022/2023

As agreed at the last meeting the Asset Register has been moved to a new format which is now compliant with agreed regulations. It was confirmed that the silver trophies and chains of office could be removed from the register as these had not been found. The Clerk advised that it was a work in progress and if Councillors were able to complete the register manually showing if there were aware of any of the locations of the assets or when and with whom they were purchased then the Clerk would update the register as the information was collated. Moving forward it could then be used to identify when assets needed to be replaced for budgeting purposes.

114. Agenda item 11 – To review the Model Financial Regulations Policy

With the change to online banking, the Financial Regulations Policy had been updated to reflect the new arrangements. The RFO confirmed that as long as any changes were reflected in the regulations then the Parish Council could set their own criteria on how payments could be made as it was noted that there were limitations on what Barclays were able to allow on their system. The main parameter was that it met audit requirements. One other amendment was made regarding the subject of petty cash on item 6.21, and it was proposed by Cllr Warden and seconded by Cllr Trabucco that it would recommend to the Full Council that the policy should be adopted. This was agreed by all present.

115. Agenda item 12 – To review the Grant Application Policy

There were a couple of changes to wording within the policy and a discussion took place regarding timings of applications and when they should be considered. It was agreed that the grants application period would be open from November – January, they would then be considered at the February Finance Committee meeting and any recommendations on successful grants would be put on the March Full Committee Meeting agenda. The Clerk was asked to reflect this in the policy and to include on the next Full Council agenda.

116. Agenda item 13 – To agree to move the finance software system to the Rialtas Cloud.

Regarding this move to a cloud-based system, it was agreed that it would allow dual access to the system, it would not then be required to be stored on a single laptop and would be regularly backed up. The additional cost would be £233 per annum. It was agreed by all present that this would be recommended to the Full Council.

117. Agenda item 14 - To note the date of the next Finance Meeting

Tuesday 28 June 7.00 pm at the Aldingbourne Community Sports Centre.

PLEASE NOTE THAT THIS IS A CHANGE OF DATE AND AN EGM OF THE FULL COUNCIL WILL BE HELD PRIOR TO THIS MEETING THAT WILL REQUIRE ALL COUNCILLORS TO BE PRESENT TO AGREE THE AGAR.

There being no further business for discussion the meeting closed at 8.30 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 28 JUNE 2022