



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 18 October 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 & Cllr Flitter.

Marie Singleton – Parish Clerk

Members of the public present: No members of the public were present; Dennis Leonard as Chair of the Aldingbourne Village Hall Fund was invited to attend.

132 Agenda item 1 - Apologies for absence

All members of the finance committee were present.

133 Agenda item 2 - Declarations of Interest

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

134 Agenda item 3 - Public Participation

No members of the public were present at the meeting.

135 Agenda item 4 - Minutes of previous meeting held on 28 June 2022

It was proposed by Cllr Trabucco and seconded by Cllr Harbord that the minutes of 28 June 2022, be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair Cllr M Warden.

136 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 28 June had been resolved.

137. Agenda item 6 – Presentation by Dennis Leonard Chair of Aldingbourne Village Hall Fund

- The issues with the mandate form and accessing the bank account with Barclays had now been resolved.
- The turnover for the Charity is £2k so an auditor is not required.
- A copy of the accounts was circulated at the meeting and an electronic version will be sent to the Clerk.
- The income that is generated from the investments is solely for the use of the Aldingbourne Community Sports Centre (ACSC) for the upkeep and maintenance of the building. There is £6,427.21 in the account, and this will now be transferred to the ACSC. Should ACSC not require these funds, there is a condition in the Trust Scheme that allows the money to be used for any other projects within the parish for social welfare.

138 Agenda item 7 – To note Management Accounts for April – September 2022 and review of bank statements.

The Clerk advised that all management accounts for April – September 2022 were available in TEAMS for councillors to see. September 2022 accounts has been previously circulated. The monthly management accounts had all been signed by the Chair Michael Warden, and a review of the bank statements opening/closing balances and reconciliation sheets for April to September 2022 had also taken place by Cllr Flitter who had countersigned the paperwork and confirmed he was happy that all balances were correct.

139 Agenda item 8 – To review and discuss the Budget Financial Monitoring Report to 30.09.22 (Period 6).

The Clerk had provided a budget financial monitoring report to 30.09.22 (period 6) in the format agreed by councillors along with a set of notes for budget headings.

Several questions were posed by councillors and answered by the Clerk. Cllr Trabucco asked if we were able to provide a forecast for the end of the financial year. The Clerk advised that this was not normally done until after the six-month period but at the next finance meeting this would be available. There are already some budget headings that will not change due to one off costs already incurred, however as this was the first time the Clerk had set the budget it was agreed it would be prudent to see what other invoices would be received before providing an outturn forecast. The Clerk did confirm that all income was now in with nothing else expected. Current expenditure to 30.09.22 was £67,111.00.

The Clerk advised that the budget had been put into the software package by the interim RFO and there were some budget headings that needed tidying up to accurately reflect expenditure against budget.

140 Agenda item 9 – To agree the draft Business Plan for 2023-2026.

The Clerk had provided a draft business plan and explained that a cost neutral budget had been put in place purely for discussion purposes. Each of the budget headings was discussed and the following changes were agreed.

- To take out any expenditure for Equipment Replacement Renewal for 2023/2024 and only put in for every other year.
- To increase the commitment for Street Scene Improvements from £1,000 to £4,000. Cllr Harbord provided a list of expenditure and councillors agreed to increase the budget.
- To reduce the income from Allotments – charges for 2023/2024 would be agreed at the Full Council Meeting on 1 November 2022.
- To put in a generic line for Ecology Surveys/Climate Change/ANP/LiDAR so a decision could be made in due course on which initiative would be required.
- The amended draft budget was agreed, and this would be put on the Full Council agenda for the 01.11.22 to be discussed/approved.

141. Agenda item 10 - To consider the precept for 2023/2024

Cllr Trabucco advised that after looking at the budget plan and the level of reserves that the parish was holding, he was recommending that the precept was actually reduced by 3% to 2021/2022 levels, taking into account the cost-of-living crisis, the held reserves, and it was likely that the tax base on which the precept was calculated would increase and would still therefore provide increased funding.

All other councillors decided against this recommendation on the following basis: -

- Assumptions were being made on the tax base.

- A decrease in precept did not allow for any increase in costs that the parish council was likely to incur.
- The reserves were in place for specific projects that the parish council had already committed too on behalf of the community.

It was therefore agreed by three councillors that the recommendation to the Full Council would be that the precept should not be increased and would stay at the 2022/2023 levels of £81,3391 per tax base. The Clerk mentioned that this information was likely to come from Arun District Council in the next couple of weeks. Cllr Trabucco advised he did not agree with this recommendation and for the minutes to reflect his decision.

142 Agenda item 11 – Auditors.

- It was noted the Internal Audit 2022-2023 meeting is booked 25.10.22.
- The letter from SAAA central external auditor appointment arrangements was noted and it was agreed that the parish council should stay within these arrangements.
- The Interim Report from Moore on end of financial year 2022 was noted and it was disappointing to see that their 30 September deadline for completion of this audit and the promise that the 2021/2022 audit would also be completed had been missed.

143 Agenda item 12 – To review a list of Service Level Agreements for 2023/2024

A full list of service level agreements was reviewed by councillors. It was agreed that as contracts came up for renewal all opportunities to negotiate on costs for best value would be taken. As the service level agreement for IT was due, it was agreed to advise the IT contractor that the parish council would like to reduce their support from £100 per month to £50, i.e., a total cost of £600 instead of £1200. A log of the support received would be requested and any hours over this reduced level could of course be paid as an extra.

144 Agenda item 13 - To note CIL Receipts (Community Infrastructure Levy)

It was noted that nothing had been received in October 2022 but that there was in an earmarked account £31,275.

The Levy can be spent as per the government website on the following “The parish council must use the CIL receipts passed to it to support the development of the parish council’s area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.”

The levy must be spent within 5 years.

It was noted that the Monitoring Report on CIL for 01.04.21 = 31.03.22 had been submitted to Arun District Council.

145 Agenda item 14 – To review the Asset Register for 2022/2023

The Clerk advised that the Westergate Bus Shelter, the new Artwork sculpture and bench had been added to the asset register and that the insurance company had been advised. The additional premium to 31.05.23 for the above items is £74.95. The Asset Register is a work in progress, and it was hoped it would be fully completed by February 2023. Cllr Harbord advised that she look around the parish to identify the location of items on the register.

The new CCTV system has now been installed and it was agreed that the old system £6,500 should be written off and removed from the Asset Register.

146 Agenda item 15 – To review insurance for 2023/2024

The insurance was reviewed and apart from the addition of the items under 145 above, it was agreed that no further changes were required, and the insurance met the needs of the council.

147 Agenda item 16 – To review the Risk Management Assessment Register for 2022/2023
The risk management assessment register for 2022/2023 was reviewed and approved. It was noted that the only area of concern and the one point that was outstanding was the External Auditors review of the Annual Governance and Accountability Returns for 2020/2021 and 2021/2022. All other actions had been taken and nothing further was required.

148 Agenda item 17 – To review and discuss reserves for 2022/2023 & 2023/2024.
The reserves and earmarked accounts for 2022/2023 and 2023/2024 were agreed and noted.

149 Agenda item 18 - To note review of Financial Regulations Policy took place 3 May 2022 at the Full Council Meeting.
Noted.

150 Agenda Item 19 - To note the date of the next Finance Meeting.
It was agreed that as all business that was required by the Auditor and discussions around the precept had taken place, that the meeting scheduled for Tuesday 22 November 2022, 7.00 pm at Aldingbourne Community Sports Centre should be cancelled.

Meeting dates for 2023 were still to be agreed but the next meeting for the finance committee would likely be Tuesday 21 February 2023.

There being no further business for discussion the meeting closed at 9.25 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 21 FEBRUARY 2023**