



## ALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 18 April 2023 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.**

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

Marie Singleton – Parish Clerk

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

**173 Agenda item 1 - Apologies for absence**

None required all councillors in attendance.

**174 Agenda item 2 – Declarations of Interest**

None required.

**175 Agenda item 3 - Public Participation**

No members of the public were present at the meeting.

**176 Agenda item 4 - Minutes of previous meeting held on 21 February 2023**

It was proposed by Cllr Trabucco and seconded by Cllr Warden that the minutes of 21 February 2023 be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair Cllr Michael Warden.

**177 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 21 February 2023 had been resolved.

**178 Agenda item 6 – To view and discuss the Budget Financial Monitoring Report and Outturn for End of Year to 31.03.23 (Period 12)**

The Budget Monitoring Report and Outturn to 31.03.23 with accompanying explanations were noted with the report now showing columns for actual income and expenditure for periods 6, 10 and 12 for comparison purposes. The outcome for general reserves at 31.03.23 is £52,312.00 and this figure was noted. Cllr Trabucco asked for clarification between the amounts in the Earmarked Reserves cost centres and the balance showing in the Business Premium Account and the Clerk confirmed that not all reserves were transferred to the Business Account as some of it was required for expenditure. It was proposed by Cllr Warden, seconded Cllr Harbord to accept the Budget Monitoring Report for 31.03.23.

**179 Agenda item 7 – To note End of Year Management Accounts from the RBS Systems including Bank Account Balances.**

All noted. The bank account balances at 31.03.23, Community Account £48,286.48, Business Premium Account £300,414.22.

**180 Agenda item 8 – To agree draft Annual Governance and Accountability Return 2022/2023**

The Clerk went through the paperwork for the draft Annual Governance and Accountability Return for 2022/2023. There were no questions on the form itself, and explanation on the variances between 2021/2022 and 2022/2023 which are automatically populated for both income and expenditure and assets were provided and agreed. Proposed Cllr Flitter, seconded Cllr Harbord to recommend to Full Council that the AGAR for 2022/2023 should be approved and submitted to the external auditor following the outcome of the internal auditor's final report, meeting for this is scheduled for 24.04.23.

**181 Agenda item 9 - To agree the Final Budget Plan for 2023/2024**

Following the end of Financial Year, the Clerk requested that the draft business plan approved in November 2022 was updated now that actuals to 31.03.23 were known and to agree the Final Budget Plan for 2023/2024. A list of notes was provided with the Clerk confirming there would be only one change and that was to the insurance premium which is currently being updated with the new assets. It was proposed by Cllr Warden, seconded Cllr Flitter that the Budget Plan for 2023/2024 should be recommended to Full Council for approval.

**182 Agenda item 10 – To discuss possible APC CIL Projects**

- Reminder of the Guidance for Town and Parish Councils – noted.
- ADC CIL Light Touch Infrastructure Consultation (circulated 27.03.23) – noted.
- ADC CIL Minutes of Parish Briefing 24.02.23 – noted.
- CIL Income held of the Parish Council – noted that the Parish Council currently has £31,275 held in an earmarked account and notification from ADC of a further £24,034.26 due April 2023.
- To discuss which APC Infrastructure Development Plan Projects for the Strategic BEW can be determined under CIL – discussed.

The following projects have been identified as possibilities; the Clerk advised that approval would be required by ADC who would then let us know if our project was appropriate before any work was undertaken.

- a. Cllr Trabucco requested that consideration be given to the large number of small potholes that were in the village that were not within the remit of WSCC as they were deemed too small. Concerns were raised as to setting a precedent and the cost that would be involved in hiring a contractor.
- b. The maintenance and replacing of the playground equipment at the ACSC or identifying other possible locations.
- c. Electric Charging Points at the ACSC – WSCC have got a new contract for installing points and are looking for locations and there would be no cost to the Parish.
- d. Village Signs – Street Scene Working Party will look at this project.
- e. Air Pollution Monitoring – it was discussed whether the money the Parish Council has agreed to spend could be taken out of this fund.
- f. There are 2 grass areas in Ivy Lane that are owned by Arun and consideration could be given that the Parish Council request that these are handed over to the parish and could be included in the Neighbourhood Plan as open spaces.

- g. To explore the possibility of public Wi-Fi hotspots throughout the parish.
- h. Clerk reminded that Community Wardens had been appointed and would report to the Parish Council, any ideas they raise could be taken forward for consideration.

**183     Agenda item 11 – To review the following policies for approval by Full Council.**

- Model Financial Regulations Policy 2023/2024 - slight amendment as previously requested by Cllr Warden advising that final payments on projects would not be paid until all equipment is tested and in full working order. P8 6.2. – recommended to Full Council for adoption.
- Grant Application Policy – the Clerk had raised concerns that the current window of November to January was potentially too prescriptive and was a long time to wait for those needing urgent grants that had applied outside this window of opportunity. After a discussion on the window for grant applications it was agreed to look at any requests on a more regular basis at a Finance Committee Meeting and for this to be a standing agenda item. It was agreed to amend the wording under no 4 p3 to say, “Applications will be accepted on a six-monthly basis and considered at a Finance Committee meeting”. It was noted that point 7 on individual grants could be amended once the Parish Council has adopted the General Power of Competence at the May 2023 meeting. Proposed Cllr Warden, seconded Cllr Flitter to recommend this to the Full Council for approval, a majority vote was taken with 3 councillors in agreement and 1 councillor not in agreement.

**184     Agenda item 12 – To note the Final Asset Register for 2022/2023.**

Noted, along with a list of variances.

**185     Agenda item 13 – To review insurance for 2023/2024.**

- As per Asset Register for 2022/2023 the variances mentioned above should be added to the insurance from June 2023/2024.
- It was agreed that the addition for 2023/2024 of 2 additional bus shelters cost £34k should be left until they were officially adopted.

**186     Agenda Item 14 - To note the date of the next Finance Meeting.**

Tuesday 17 October 2023, 7.00 pm at the Aldingbourne Community Sports Centre

There being no further business for discussion the meeting closed at 8.55 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 17 OCTOBER 2023**