



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 22 February 2024 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.

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

Marie Singleton – Parish Clerk

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

204 Agenda item 1 - Apologies for absence

All in attendance.

205 Agenda item 2 – Declarations of Interest

None required.

206 Agenda item 3 - Public Participation

No members of the public were present at the meeting.

207 Agenda item 4 - Minutes of previous meeting held on 17 October 2023

It was proposed by Cllr Trabucco and seconded by Cllr Harbord that the minutes of 17 October 2023 be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair Cllr Michael Warden.

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

The Clerk confirmed that all matters except item 197 Scoping Projects which is still ongoing, on the action Items listing for 17 October 2023 had been resolved.

209 Agenda item 6 - To view and discuss the Budget Financial Monitoring Report to 31.01.24 (Period 10)

The Budget Monitoring report with variances to 31.01.24 with accompanying explanations were noted. The Clerk advised there was nothing of concern, with only a couple of questions being posed, Cllr Rickard asked about professional fees and if there was sufficient money being put aside as two professional services categories were showing slight overspends. The Clerk advised that there were four categories for professional fees, administration, allotments, ACSC and anything to do with planning and the ANP, as it was the latter that was a concern, the Clerk reiterated that this category still had £1,824 available and had been increased for 2024/2025 as per the previously approved business plan in October 2023. Cllr Harbord asked if the income for the coronation lunch had been sent as a donation to the agreed organisations, the Clerk confirmed that this had been actioned and the expenditure was showing under grants. There were no further questions. All councillors confirmed they were happy with the current financial situation as at 31.01.24.

210 Agenda item 7 – To note Management Accounts for October 2023 to January 2024 and to review bank statements

It was noted that all management accounts for October 23 – January 2024 were signed monthly by the Chair Cllr Michael Warden, and that Cllr Richard Rickard had reviewed the bank statements and countersigned all documentation for the same period. All details are available in TEAMS for councillors to review as required, along with copies of all invoices and payment lists.

211 Agenda item 8 – To review Bank account balances and agree any transfers required, including discussing any investment opportunities

It was noted that the bank balances at 31.01.24 were as follows:-

Community Account	£194,913.26
Business Premium	£302,882.28

It was agreed to recommend to Full Council to transfer £100k to the Business Premium account for this financial year, where it could be earning interest. Proposed Cllr Warden, seconded Cllr Flitter.

As a result of the concern about having too much money in one place and bearing in mind the FCSC limit of £85k, the Clerk had provided a report on investment opportunities, with the banks and companies shown in the finance report provided by the internal auditor and other clerks. A link was provided to each organisation along with a list of the interest rates applicable to each, and after a discussion it was agreed that more time was needed for councillors to digest the information, look at each company, to research their lending policies and provide a list of preferred investment companies. It was agreed in principle that this did need to be done and that a mix of short-, medium- and long-term investments should be considered. The Clerk advised that a bullet point would be included under the finance section of the Full Council agenda and a list of preferences should be sent to the Clerk by Thursday 29 February 2024.

212 Agenda item 9 – To review Earmarked Accounts for 2023/2024 and agree any transfers required.

Current Earmarked Accounts to 31.01.24

ACSC Rebuild	£213,745.00
Artwork Project Maintenance	£ 5,341.25
CIL	£ 31,275.00
ANP	£ 20,000.00

It was agreed in April 2023 and put in the budget to transfer the following at the end of the financial year 2023/2024.

ACSC Rebuild	£ 20,000.00
CIL	£ 24,034.00
ANP	£ 20,000.00
Playground Grant	£ 15,455.00

Following a discussion, it was agreed by all councillors, that the following actions should be recommended to the Full Council.

ACSC Rebuild	£20,000.00 (no changes)
CIL	£48,069.00 (to be transferred following receipt of additional funding.
ANP	£30,000.00 (as per Full Council agreement 07.11.23).

Playground Grant £NIL (this grant funding has now been spent on playground repairs and paying the deposit for the new playground equipment).

213 Agenda item 10 – To agree journals to 31.01.24

No actions required; all cost centers have been allocated correctly.

214 Agenda item 11 – To note income for 2023/2024

The following income was noted for 2023/2024: -

£48,069.00	CIL Income
£151,778.00	Precept
£2,468.00	Interest Received
£15,446.00	Grants Received
£249.00	Misc Income
£3,682.00	VAT Reimbursement
£3,039.00	Allotment Income
£224,731.00	

The Clerk advised that this does mean for the second year in a row the parish council will have gone over the £200k threshold and this will move the parish council into the next group for audit purposes. Should this be the case for next year as well (i.e. a third year in a row), Mike Platten our Internal Auditor had advised that it would mean from 2025/2026 that the parish council would need to use the Omega Finance Module with RBS Solutions rather than the basic Alpha module that we currently use. This will then allow us to meet the requirements of the External Auditors. The Clerk will ask for how much this module would cost from RBS.

215 Agenda item 12 – To review the Risk Management Assessment Register for 2023/2024

The Risk Management Assessment Register is required to be reviewed six monthly. It was noted that there were no changes for 2023/2024 but would need to be updated when investment opportunities were fully agreed/approved.

216 Agenda item 13 – To note Service Level Agreements for 2024/2025

A list of Service Level Agreements for 2024/2025 were provided to councillors, including the updated contract from M H Kennedy & Son. All councillors agreed that the full list should be recommended to the Full Council, the Clerk advised that the CCTV support and maintenance agreement from Arundel Electrical Ltd still needed to be added, meeting for this to happen is scheduled 29.02.24.

217 Agenda item 14 – To approve Asset Register for 2023/2024

The Asset Register for 2023/2024 was reviewed and the only item requiring Full Council approval to be written off at the end of the financial year is 1 x ipad – Apple unable to unlock and repair. Cost to be written off £450. The Clerk will put this on the next Full Council agenda.

218 Agenda item 15 – To discuss the Parish Councils IT Provision and Budget for 2024/2025

As was noted in the Full Council Meeting minutes of 05.02.24, it was agreed to look at the Parish Councils IT provision as all ipads are currently 5 years old and several councillors are struggling with this form of technology, new councillors have also opted for laptops and not

ipads. This is also considering the need to purchase additional software for ipads to read the outlook e-mails in TEAMS.

After a discussion and considering an e-mail from JNR Computers regarding the budget implications, it was noted that with a full complement of councillors the parish council has now gone over its license limit, and JNR advised the following:-

- As the parish council has only just gone over to the next level, they are happy to charge £1,000 for the coming year (up from £720).
- They have just been advised by Microsoft that 365 Business Standard is increasing in price to £11.20 per user from 1 March 2024, from £10.30. This is the license they recommend for laptops/PCs. The alternative is the Basic license which remains at £58.80 per annum which is best for tablets and phones.
 - The Dell Vostro laptops (used for new councillors) has increased in price to £559.
 - There are no issues should councillors wish to use their own devices and they are on hand should they require any assistance.
 - They are happy to take back the iPads and have received a quote from a refurbish retailer that they would have a value of £100 each.

It was agreed that it would be recommended to the Full Council that the ipads should be replaced by 8 new laptops as above and should be ordered in the new financial year. The budget for equipment replacement to be put aside at £4.5k. Proposed Cllr Warden, seconded Cllr Rickard. Cllr Trabucco asked to keep his ipad and would pay the £100 quoted above to the parish council. All other councillors would also have this option.

219 Agenda item 16 – To review the following policies and documents for approval by the Full Council

Nothing to report.

220 Agenda item 17 – To agree grant applications

- CancerWise – grant requested £1k.
- 4Sight Vision Support – grant requested £275.

Proposed Cllr Warden, seconded Cllr Flitter that the above applications should be approved by the Full Council.

221 Agenda Item 18 - To note the date of the next Finance Meeting

Tuesday 16 April 2024, 7.00 pm at Aldingbourne Community Sports Centre.

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 16 APRIL 2024**