



## ALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Finance Committee of Aldingbourne Parish Council held on Tuesday 23 April 2026 at Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA.**

**Present:** Cllr Harbord - Chair of the Finance Committee and Vice-Chair of the Parish Council, Cllr Foott – Chair of the Parish Council, Cllr Rickard, Cllr Stapley-Jones, Cllr Katherine Jarman and Cllr Denise Ramshaw.

Marie Singleton – Parish Clerk

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

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

All in attendance.

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

None required.

**293 Agenda item 3 - Public Participation**

No members of the public were present at the meeting.

**294 Agenda item 4 - Minutes of previous meeting held on 24 February 2026**

It was proposed by Cllr Rickard and seconded by Cllr Foott that the minutes of 24 February 2026 be RESOLVED and accepted as true and accurate. This was unanimously agreed and signed by the Chair of the Finance Committee Cllr Harbord.

**295 Agenda item 5 – Matters arising from previous minutes and action items listing 24 February 2026**

The Clerk confirmed that all matters for the action items listing 24 February 2026 had been resolved.

Cllr Jarman asked whether the ACSC were now fully aware of what financial information is expected by the parish council from the ACSC, the Clerk advised that this point had been resolved in the meeting that had taken place 23.03.26. A copy of the notes had been circulated to councillors.

**296 Agenda item 6 - To view and discuss the Budget Financial Monitoring Report to 31.03.26 (Period 12 End of Financial Year)**

The Clerk advised that there is nothing of concern and notes have been provided in the monitoring report to show why and if there are any noted differences between the budget

and actual expenditure as of 31.03.26. These final figures are now rolled over into the Final Budget Plan. Cllr Ramshaw asked about what was included in the subscriptions cost centre and the Clerk advised this was the finance module support costs and SLA with Rialtas Business Solutions and the parish councils subscriptions to WSALC and NALC, the local and national bodies for parish councils.

**297 Agenda item 7 – To agree the Final Budget Plan 2026/2027**

A copy of the final budget plan for 2026/2027 was attached including the end of financial year position. Only one amendment was requested and that was in the name of the APC Pension Fund, and the word staff were added, this reflects the nature of the type of pension fund that is in place. There were no other questions, and it proposed Cllr Harbord, seconded Cllr Foott to recommend to the Full Council 05.05.26 for approval.

**298 Agenda item 8 – To discuss draft Annual Governance and Accountability Return (AGAR) – (copy attached)**

- AGAR documents and associated pro-formas attached – noted with no questions.
- To note VAT has been submitted to HMRC for £3,468.89 on 08.04.26 - noted.
- To note Final Internal Audit report dated 14.04.26. – noted. The Clerk highlighted the comment made by the Internal Auditor in his report regarding general reserves as the parish council is still on the upper limits of what was deemed appropriate, and these funds should be used in the first instance.
- To note Earmarked Reserves at 31.03.26 – noted, again the Clerk advised that the Internal Auditor had checked that the earmarked reserves were in place for projects that were likely to be progressed, the Clerk had confirmed this was the case.
- To note bank balances at 31.03.26 – noted.

**299 Agenda item 9 – To review the following policies for approval by Full Council**

- Model Financial Regulations 2026/2027 – no changes.
- Grant Application Policy 2026/2027 – no changes
- Finance & Investment Strategy Policy 2026/2027 – minor changes to reflect investments made.
- Risk Assessment Policy 2026/2027 – additional section on investments.
- To note Transparency Compliance end of financial year documentation.

There were no questions on the above policies and all will now be recommended to the Full Council for adoption at the meeting on 05.05.26.

**300 Agenda item 10 – To agree grant applications**

- 4Sight Vision Support – Grant request £680 (previously £455 March 25).

Proposed Cllr Harbord, seconded Cllr Ramshaw that the Full Council should approve at the meeting on 05.05.26.

**301 Agenda item 11 – To review Asset Register and Insurance for 2026/2027**

All noted with no questions, the Clerk advised that the insurance had been increased appropriately in line with the new purchases as per the register, including the new play equipment due to be installed in June 26.

The Clerk advised that when the new laptop for the Clerk arrived, as previously agreed this would be written off, agreed by all councillors.

**302 Agenda item 12 – To note CIL receipts and expenditure**

- To note CIL receipts and expenditure at 31.03.26 – noted.
- To note CIL funding letter from ADC – circulated 02.04.26 - noted.
- To agree 2026/2027 CIL projects – following a discussion the following projects were identified from the Street Scene committee that could be considered-
  - Allotment fencing, following damage sustained by children entering the allotment compound this would be looked into.
  - New height barrier for the ACSC entrance – this however is in the hands of the ACSC as information is required on access, residents being happy, whether planning permission is needed, and whether the security of the site warrants the costs that would be spent on such a project on the basis that anybody wanting to illegally enter the site, could just cut through the barrier.
  - A possible new seating area at the back of the Trojans garage near the playground – quote has been requested.
  - New Trim trail - awaiting a response from Taylor Wimpey on the proposal to re-purpose the funding that ADC had received for a MUGA following confirmation from ADC that they in principle had no objection to this project. The Clerk confirmed a chaser e-mail had already been sent. Cllr Jarman volunteered to try and find out an appropriate contact.
  - Limmer Pond – a new illustrative board and a bench had previously been approved by the Full Council, and as the trees had been pollarded, this project can now be progressed.
  - Possible gym pod at the ACSC, however it was noted that BEPC were also looking at a similar proposal for a gym, at the Eastergate pavilion, Cllr Foott will see if there is any further information. This is in the hands of the ACSC to request consideration of such a project.

**303 Agenda Item 13 - To note the date of the next Finance Meeting**

The next meeting will be Tuesday 20 October 2026, 7.00 pm at Aldingbourne Community Sports Centre.

There being no further business for discussion the meeting closed at 8.10 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 20 OCTOBER 2026**