

## Southwick & Widley Parish Council

**Minutes of the Finance and Administration Committee Meeting held in the Montgomery Room, D-day Memorial Hall, Southwick on Tuesday 13<sup>th</sup> June 2017 at 7.00pm**

**Present:**

Mr G. Clark in the Chair  
Mr J. Watson  
Mrs J. Houghton  
Mr A. Richards  
Mr N. Cutler

**In attendance:-**

Eddie Mason – Clerk to the Council.

**17.07F Apologies for Absence:** None

**17.08F Election of Chairman:** Proposed Mr Watson, seconded Mrs Houghton and unanimously agreed that Mr Clark be elected chairman.

**17.09F Minutes of Previous Meeting:** - It was unanimously agreed that the minutes of the meeting held on the 14<sup>th</sup> March 2017 should be accepted as a true and accurate record.

**17.10F Meeting adjourned for public participation:** - Nothing

**17.11F Matters arising from public participation** – Nothing

**17.12F Examination of Accounts:-**

- i) A full examination of accounts was made up to 13<sup>th</sup> June 2017.

**17.13F Commend to the Council:**

- i) It was unanimously agreed that the Annual Governance Statement for 2016/17 be commended to Council.
- ii) It was unanimously agreed that the internal Audited Accounts for 2016/17 be commended to Council.

**17.14F Any Other Business:-**

- i) A discussion took place on how the committee should handle and control the Council's finances and it was unanimously agreed that the Clerk before each meeting produces a spreadsheet showing expenditure up to the time of the meeting which can be used to extrapolate the Council's finances.

**The meeting closed at 8.05 pm**

**Date of the next meetings: 12<sup>th</sup> September 2017**