

## **Southwick & Widley Parish Council**

### **Minutes of the Finance and Administration Committee Meeting held in the Eisenhower Room D-Day Memorial on Tuesday 7<sup>th</sup> September 2021 at 7.00 pm**

**Present:**

Mr N. Cutler in the Chair  
Mr T Parkinson  
Mrs J. Houghton

**In attendance: -**

Eddie Mason – Clerk to the Council.

**21.18F Apologies for Absence:** Mr Watson

**21.19F Minutes of the Previous Meeting:** - Proposed Mrs Houghton, seconded Mr Parkinson and unanimously agreed to approve the 8<sup>th</sup> June 2021 Meeting's minutes as a true and accurate record.

**21.20F Meeting adjourned for public participation:** - Nothing

**21.21F Matters arising from public participation –** Nothing

**21.23F Examination of Accounts: -**

- i) A complete examination of the reconciliation statements up to 7<sup>th</sup> September 2021 is approved.

**21.22F Foreward Planning: -**

- i) The Committee made an initial examination of the 21/22 budget. Mr Cutler asked the Clerk to send him a copy of last year's budget.

The Committee also decided to separate Forecast Reserves and Emergency Reserve. And that the forecast Reserves should be used for Projects.

**21.23F Commend to the Council:**

- i) To commend the minutes of the 8<sup>th</sup> June to the Council was unanimously agreed.

**21.24F Any Other Business:** None

**The Meeting closed at 7.50 pm**

**Date of the next meetings: 14<sup>th</sup> December 2021**