

Chidham & Hambrook Parish Council

27 Bramber Square, Rustington, BN16 3EJ

Tel: 07986 395253

Email: chidhamandhambrookpc@gmail.com Website: www.chidhamandhambrook.info

24 August 2018

MEETING OF THE FINANCE COMMITTEE

Members are hereby summoned to attend a meeting of Finance Committee to be held at **7:00pm on Tuesday 4 September 2018** in Chidham Village Hall.

MEMBERS: Cllr P MacDougall, Cllr G Hyde, Cllr M Gilby and Cllr J Sheppard

Bambi Jones **Clerk and RFO**

AGENDA

1. **Election of Chairman**
2. **Apologies for absence**
3. **Declarations of Disclosable Pecuniary Interest**
4. **Minutes**
To approve and sign the minutes of the (formerly titled) Finance & General Purposes Working Group meeting held on 16 January 2018 (attached).
5. **Public Open Forum**
Please advise the Chairman or the Clerk if you wish to address the committee on a specific matter relating to this committee. We also request that you limit your address to three (3) minutes.
6. **Terms of Reference**
At its meeting on 1 February 2018 the Parish Council resolved to amend the name of the Finance & General Purposes Working Group to Finance Committee. The committee is requested to consider and comment on the revised Terms of Reference of this committee and to recommend it to the Parish Council for approval.
7. **Assessment of Financial Risk**
To review the financial risks to the Council.
8. **Financial Regulations**
The committee is requested to remind themselves of the Financial Regulations adopted by the Parish Council on 4 August 2017 (attached), in particular paras 5.3 (invoices for payment), 5.6-5.7 (regular payments) and 10.3 (obtaining 3 quotations from suppliers). The committee may wish to set up a working group to carry out a review of the Financial Regulations.

9. **Financial Information**

To consider the Parish Council's Financial Statement to 31 July 2018 (attached) and the Expenditure against Budget Statement April-July 2018 (attached).

10. **Authorisation of payments**

The Parish Council at its meeting on 2 August 2018 referred the following request for payment for consideration by this committee.

- B&M Plant Hire (Sussex) Limited - £580 plus VAT (attached)

11. **Date of Next Meeting**

The next Finance Committee meeting will take place on Thursday 15 November 2018 at 7:00pm at Chidham Village Hall.

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.