

**DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on 4 September 2018 at 7.00 pm**

**Present:** Cllr G Hyde Cllr M Gilby  
Cllr J Sheppard

**Also present:** Clerk and RFO: Bambi Jones  
Cllr C Archer

**001-18 Election of Chairman**

This was the first meeting of the newly titled Finance Committee (formerly Finance & General Purposes Working Group) following a resolution at the Parish Council on 1 February 2018.

**Resolved** that Cllr P MacDougall be elected a Chairman and Cllr G Hyde as Vice-Chairman.

**002-18 Apologies for absence**

Apologies were received subsequent to the meeting from Cllr P MacDougall.

**003-18 Declarations of Disclosable Pecuniary Interest**

No interests were declared.

**004-18 Minutes**

The minutes of the Finance & General Purposes Working Group meeting held on 16 January 2018 were agreed as a correct record.

**005-18 Public Open Forum**

No members of the public were present. It was agreed that agenda item 10 should be taken at this point. The Parish Council at its meeting on 2 August 2018 had referred a request for clearing the ditch to the north of the A259 to the east side of Broad Road and a quotation from B&M Plant Hire of £580 plus VAT for consideration by this committee.

The committee had the following concerns:

- The reason why 3 quotes were not obtained for this work in line with Financial Regulations
- The reason the Parish Council was paying for this work which should have been paid as part of Operation Watershed

Cllr Archer gave some background to the Operation Watershed projects which had all been subject to 3 quotations having been received and had been approved by WSCC. Mr R Yeld, the Parish Council's Ditch Warden had not been able to attend the meeting but had written a short report with a map which had been circulated.

Cllr Archer acknowledged that B&M Plant Hire was not a preferred contractor as this was outside the remit of the Operation Watershed projects and undertook to ensure that three quotes were received in future.

There had been delays in the project due to B&M Plant Hire having challenged an element of the work as their responsibility which had required them to use a larger company with the equipment able to carry out the work.

The committee considered that this was an important ditch in the area and that the work should go ahead. The Clerk advised that this work may be able to be covered through CIL funding. **Action: Clerk to investigate.**

**Resolved** that this work be approved to go ahead and that the **Parish Council be recommended** to authorise this payment on completion of the work and receipt of the invoice.

#### 006-18 **Terms of Reference**

The committee was in agreement with the draft Terms of Reference however it was proposed that they be reviewed as part of a wider review of the Parish Council's Financial Regulations. The Vice Chairman to be removed as an attendee.

**Resolved** that the Terms of Reference of this committee be recommended to the Parish Council for approval subject to the above amendment.

#### 007-18 **Assessment of Financial Risk**

The committee were in agreement with the Assessment of Financial Risk but requested that this document be reviewed as part of the wider review proposed.

#### 008-18 **Financial Regulations**

The committee noted the reminders highlighted in paras 5.3 (invoices for payment), 5.6-5.7 (regular payments) and 10.3 (obtaining 3 quotations from suppliers). It was suggested that a wider review of financial matters be undertaken as is appropriate to Chidham and Hambrook Parish Council and taking into account the above three documents and the Clerk's Contract of Employment to relate this to the Financial Regulations.

Members discussed the two authorisation processes for a) authorising work to go ahead upon the submission of quotes and b) authorising the payment of invoices following the completion of work. This will be covered in the review.

**Resolved** that a meeting be arranged to carry out this in depth review taking into account the Clerk's Contract of Employment in reviewing the Financial Regulations. **Action: Vice Chairman to draft a proposed revised Terms of Reference and circulate to the committee.**

#### 009-18 **Financial Information**

Members queried whether the amount of £1,000 in the budget for an accounting package would be required. **Action: Clerk to review.**

The budgeted amount for dog bins and for Village Hall hire was considered too high. Virements to cover overspends would be considered at the next meeting along with all the contracts the Parish Council currently holds. **Action: Clerk to add to the next agenda.**

**Resolved** that the Financial Statement to 31 July 2018 and the Expenditure against Budget Statement April-July 2018 be noted.

010-18 **Date of Next Meeting**

A tentative date for the next meeting was suggested as Thursday 18 October 2018 at 7.00pm. **Action: Clerk to check availability of Village Hall and confirm.**

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

The meeting scheduled for 11 December 2018 will be cancelled as it is after the Parish Council meeting. **Action: Clerk to cancel date.**

*The meeting closed at 20.48pm*

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Signed: (Chairman)

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(Date)