

DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on 25 October 2018 at 7.00 pm

Present: Cllr G Hyde Cllr M Gilby
Cllr P MacDougall (Chairman) Cllr J Sheppard

Also present: Clerk and RFO: Bambi Jones

011-18 Apologies for absence

All members of this committee were present.

012-18 Declarations of Disclosable Pecuniary Interest

No interests were declared.

013-18 Minutes

Minute 006-18, referring to the Terms of Reference of this committee was discussed. The following amendments to the Terms of Reference were suggested:

- The committee shall comprise the Chairman and at least ~~three~~ **four** other members of the Council.
- Removal of the statement 'The committee will be chaired by the Chairman of the Parish Council.
- 9. The committee shall meet ~~as and when required but not less than twice a year~~ quarterly as required.

The minutes of the Finance Committee held on 4 September 2018 were agreed as a correct record.

Resolved that the committee recommends the revised Terms of Reference to the Council for approval.

014-18 Public Open Forum

No members of the public were present.

015-18 Assessment of Financial Risk

A review of the Assessment of Financial Risk document took place with the following suggested amendments:

Introducing paragraph: This document is produced to enable the Parish Council (through its nominated committees and working groups) to assess the risks that it faces and to satisfy itself that it has taken adequate steps with control systems to minimise the risks. This will enable the Council to make the required declaration in its return to the external auditors. The Risk Assessment document is to be reviewed annually.

Finance Risk 1

- Point 2. Remove.
- Point 4. Back-up of computerised system to an independent hard drive.
- Point 12. Remove.

Finance Risk 2

- Point 1. Budget to be prepared by the RFO annually in November to determine the budget for the following financial year and to be recommended to Council to determine the precept.

Finance Risk 3

- Point 8. Remove the mention of the Financial Scrutineer.

Insurance Risk 1

- Point 2. Remove.

Insurance Risk 2

- Point 3. Health and Safety checks to be carried out on the play areas every week and on all other street furniture annually to monitor and identify risks to the health and safety of the public using the items. Records of checks and any action taken retained in the office.

Insurance Risk 3

- Point 1. Contracts of Employment issued to employees within 2 months of commencement of employment.
- Point 2. Appraisals carried out annually by nominated members of the Staffing Committee.
- Point 4. Appropriate training to be provided for all identified training needs necessary to carry out the role and within the budget available.

Resolved that this document, as amended, be recommended to the Parish Council for approval.

015-18 **Financial Regulations**

Cllr Hyde had circulated a proposal for a document explaining the Financial Management of the Council. It was supported by the committee as an explanation of the Council's financial management but it was accepted that this was in addition to official regulations. Some amendments were suggested.

It was suggested that there should be a process for approval of small invoices under £100 to be included in the Financial Regulations. Cllr Hyde undertook to continue with this piece of work.

016-18 **Internal Auditor's report on the Annual Governance and Accountability Return 2017-18**

The committee considered the findings in the Internal Auditor's report following the audit of the Council's 2017-18 accounts. The Clerk confirmed that the suggested recommendations in respect of recording VAT on expenses, staff costs and assets would be followed when preparing the 2018-19 accounts.

Resolved that the Parish Council be recommended to re-appoint R S Hall & Co. as the council's internal auditors for the 2018-19 year.

017-18 **Financial Information**

The committee considered the Parish Council's Financial Statements to 9 October 2018 and the Income and Expenditure Budget Statement April to 9 October 2018.

NHB grants needed to be spent within three years and CIL within five years. The committee noted the large sum of CIL grant received. The Council will be requested to identify CIL projects at its meeting on 1 November as part of the consultation on the Infrastructure Business Plan.

The Council needed to review its vision and long term thinking on projects for the community, including a community hub. This would be developed as part of the review of the Neighbourhood Plan.

The two budget items showing a shortfall totalling £1,174.99 were discussed.

Resolved that the Council be requested to approve the virement of £1,000 from the Litter & Dog Bins budget and £200 from the Open Spaces Legal Fees budget to cover this shortfall.

018-18 Date of Next Meeting

The next meeting would be held on Thursday 15 November 2018 at 7.00pm. Items for the agenda would include the Council's current contracts and the proposed budget for 2019-20.

The meeting closed at 20.52pm

Signed: (Chairman)

(Date)