

**DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on 30 April 2019 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

**026-18 Apologies for absence**

All members of this committee were present.

**027-18 Declarations of Disclosable Pecuniary Interest**

No interests were declared.

**028-18 Minutes**

**Resolved** that the minutes of the meeting held on 15 November 2018 be agreed as a correct record.

**029-18 Public Open Forum**

There were no members of public present.

**030-18 Review Asset Register**

The Asset Register was considered and the following was queried:

- Add six benches bought for Hawthorne Meadow and currently held in resident's garage
- Land value of £1, public liability insurance and the need for a liability notice on the land
- Query ownership of dog and litter bins and number in the parish
- Are the street light owned by the Parish Council or are we just responsible for maintenance? How did we pay for the upgrade? Will WSCC take them back? A recent meeting of the Youth Council suggested that lighting should be improved in the area as they do not feel safe walking home in the dark. **Action: Clerk to check CIL funding headings and add if this is not currently covered.**

*[Post meeting note:*

*The six benches were added to the Asset Register at a cost of £1,575.*

*CDC has confirmed that the Parish Council owns 2 litter bins and a dog waste bin. CDC advises that in future a dog waste bin should be replaced with a litter bin as dog waste can now be placed in litter bins. This has been adjusted on the Asset Register at a current purchase price of £300 per litter bin and £150 per dog waste bin totalling £750.*

*With regard to the street lighting the Parish Council owns 27 street lights. Maintenance is carried out under the PFI by SSE through an agreement with WSCC. The 20 lights transferred from Southbourne in 2014 were not to a standard acceptable onto the PFI*

*therefore they needed to be upgraded to bring them onto the maintenance contract (as Southbourne Parish Council lights were not maintained under the PFI).  
The Asset Register was updated with the above information and the total figure adjusted to £94,189.]*

The audit of current assets was discussed. The Chairman carries out an audit of bus shelters and benches every year in August. The litter/dog bins should similarly be audited annually.

**Resolved:** that the Parish Council be requested to approve the revised Asset Register.

#### 031-18 **Review of End of Year Accounts and Annual Governance and Accountability Return**

The committee considered the Council's Financial Statement to 31 March 2019, the Receipts and Payments schedule for the 2018-19 accounts, the variances report on the 2018-19 budget and the Annual Governance and Accountability Return Section 2.

The committee queried the following:

- That withdrawal notice period and interest rate of the Lloyds Bank deposit account
- Possibly moving the Parish Council's reserves to a higher interest bearing account with another financial institution. **Action: Chairman/Clerk to investigate**
- Repair of the sea walls – can we fund this with Parish Council funding?
- Check on what areas the budget can be spent

**Resolved** that the 2018-19 Year End Accounts be sent to the Internal Auditor for review.

The Annual Governance and Accountability Return together with the Internal Auditor report will then be presented to the Parish Council on 6 June 2019 for approval.

#### 032-18 **Budgets to be carried forward from 2018-19 – 2019-2020**

The Clerk suggested that although the Parish Council had healthy free reserves that it might be sensible to carry forward some budgets to the new financial year in order that they are ring fenced for that purpose in 2019-20.

**Resolved** that the Parish Council be requested to approve the following budgets to be carried forward to the 2019-20 budget:

- Chairman's Discretionary Fund - £50 (covers catering for the Annual Parish Meeting)
- Software package for accounts £1,000 (this invoice will be payable in June 2019)
- Notice Board Renewals £1,353 (one notice board needs replacing currently and quotations received are over the 2019-20 budget of £1,000)

#### 033-18 **Review of Reserves**

The committee agreed that the Parish Council was in a much better financial position than in previous years.

Members queried what the free reserves could be used for. Risk areas and urgent maintenance or upgrades were suggested. Flooding and maintenance of the sea walls in the parish was also suggested. The Clerk advised that there were a number of coastal defence strategies and WSCC had responsibility for flooding.

*[Post meeting note: The Clerk investigated the spending of S137 expenditure. This enables a local council to incur expenditure which is “in the interests of and will directly benefit its area of any part of it and some or all of its inhabitants”. S137 is used when there is no other specific power available and confers powers to make grants to voluntary bodies, funding raising events, organisations providing not for profit public services and to contribute to charities and disaster appeals. Examples of expenditure include village histories, plaques, prizes, flood relief, landscaping and flower shows. It is limited to a specified amount each year, which is ten multiplied by the number of electors in the parish. The 2019-20 amount is £8.12 per elector and the electorate stands at 1752, totalling a sum of £14,226.]*

**Resolved** that the Parish Council be requested to approve the movement of funds between the two bank accounts in order that the total CIL funds of £130,000 are held within the Parish Council’s Lloyds Bank deposit account.

### 034-18 **Review of insurance policy**

The Council’s insurance policy was due to be renewed on 1 June 2019. The Clerk had sourced a broker used by other local parish councils which came highly recommended. Came & Company Local Council Insurance obtains insurance quotations from a panel of insurers including Hiscox, Ecclesiastical and Inspire (Axa). Each of the insurance providers include ‘core’ covers that were introduced by the sector in 2008. The committee considered the quotations provided by Inspire against the revised Asset Register. Two quotations had been provided – an annual premium of £811.79 or a three year binding Long Term Agreement (LTA) of £773.70 per annum.

Members queried the broker’s £50 administration charge. The committee was happy to proceed with a three year LTA if the broker confirmed that their administration charge would cover the addition of items and any claims.

As a result of the adjustment of the Asset Register as set out in minute 030-19 above the brokers would need to be approached to provide an adjusted quotation from Inspire.

*[Post meeting note: Came & Co. brokers have advised that we do not need a liability notice on the land. The coverage of the land will include public liability third party bodily damage arising from the land and trees etc (buildings/sheds/furniture on the land need to be separately covered) as a result of the Parish Council ownership. A risk assessment needs to be carried out to assess any risks to the public which needs to be documented and held by the Clerk. The broker confirmed that their £50 annual administration fee covers the addition of items and any claims.*

*A revised quotation was received from the broker based on the revised Asset Register. This shows a one year premium of £823.13 or a three year LTA premium of £784.47.]*

**Resolved** that the Parish Council be requested to approve the following:

1. The appointment of brokers Came & Company Local Council Insurance.
2. To approve the three year insurance Long Term Agreement with Inspire from 1 June 2019 to 31 May 2022 at a cost of £784.47 per annum.

035-18 **Appointment of Internal Auditor 2019-20**

**Resolved** that the Parish Council be recommended to re-appoint R S Hall & Co. as the council's internal auditors for the 2019-20 year.

036-18 **Rialtas financial management software**

The Clerk gave an update of the progress being achieved with the software supplier in entering the 2019-20 budget information onto the new system. The Clerk has training organised with the software supplier's trainer in mid-June. During this training session all the data entry from 1 April to that date will be entered into the system. This training is included in the quote provided.

037-18 **Date of Next Meeting**

The next meeting would be held on Thursday 27 June 2019 at 7.00pm. The Chairman was not available for this meeting. **Action: Clerk to re-arrange.**

Review of bank account signatories to be added to the next Parish Council agenda.  
**Action: Clerk**

*The meeting closed at 20.13pm*

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Signed: (Chairman)

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(Date)