

**DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on 29 August 2019 at 7:00 pm**

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

**Also present:** Clerk and RFO: Bambi Jones

001-19 **Apologies for absence**

Apologies for absence had been received from Cllr M Gilby.

002-19 **Declarations of Disclosable Pecuniary Interest**

No interests were declared.

003-19 **Minutes**

The Clerk gave the following updates:

030-19 – Street lighting in Broad Road had been added to the Infrastructure Business Plan to enable CIL funding for this project. The Clerk would make contact with the WSCC Highways Officer to discuss this. Proposals included movement sensors and lighting to go off at a certain time dependent upon the last train/bus which would tackle the concern some residents felt about too much light in a rural area. Surveys could be undertaken at the railway station/bus stop. A proposal could be presented to residents for feedback.

**Action:** Clerk to email the Shadow Youth Council who had suggested this item advising them that this project was in place.

**Resolved** that the minutes of the meeting held on 30 April 2019 be agreed as a correct record.

004-19 **Public Open Forum**

No members of public were present.

005-19 **2019-20 Accounts**

The Financial Statements as at 31 July 2019 were considered. These were the first set of reports covering the period April to July 2019 taken from the new accounting system. Members found it difficult to understand the new reports as it was not immediately clear what percentage of the precept had been spent and how precept and non-precept (earmarked reserves) were set out. It was suggested that the report should be a tool to alert the committee to a line entry that requires attention. It was also suggested that some sort of visual presentation e.g. pie chart may be interesting.

**Action:** Clerk to review the management reports and contact Rialtas to establish whether there was an alternative report layout to enable better understanding of the accounts.

**Resolved:** that the accounts for the period April 2019 to July 2019 be noted.

006-19 **Internal Auditor's report**

The Clerk advised that the Internal Auditor's report following the 2018-19 accounts audit had suggested some areas for further attention. VAT recording on expense invoices was now an easier process as part of recording on the Council's new accounting software. The Clerk would review and update the Council's Standing Orders and Risk Assessments in the Autumn and bring this to the next meeting of the Finance Committee. **Action: Clerk**

**Resolved:** That the Internal Auditor's report be noted.

007-19 **Financial Regulations and Financial Risk Assessment**

The Financial Regulations and Financial Risk Assessment were reviewed and some further amendments suggested.

**Recommendation to Council** that, subject to inclusion of the above amendments, the Financial Regulations be approved.

**Resolved:** That the Financial Risk Assessment document be incorporated with the Council Risk Assessment document and brought back to a future meeting of the Finance Committee for review.

008-19 **Date of Next Meeting**

The next Finance Committee meeting will take place on Thursday 24 October 2019.

*The meeting closed at 08:35pm*

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Signed: (Chairman)

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(Date)