

DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on 14 November 2019 at 7:00 pm

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

Also present: Clerk and RFO: Bambi Jones

009-19 **Apologies for absence**

All councillors were present.

010-19 **Declarations of Disclosable Pecuniary Interest**

No interests were declared.

011-19 **Minutes**

Resolved that the minutes of the meeting held on 29 August 2019 be agreed as a correct record.

012-19 **Public Open Forum**

No members of public were present.

013-19 **Risk Management Policy and Risk Register**

The following comments were made:

- Add two assessment columns – likelihood of the risk occurring and impact of the risk occurring.
- Business continuity – add as a control the back up the Council's files to a cloud-based account (One-Drive) with a set password to be held by the Chair.
- Reconsider the 'medium' risks as they are noted as controlled
- Lloyds Bank will have public liability – reduce to L.
- Andrews Grounds Maintenance will be required to attend risk assessment training.
- Glass in bus shelter broken again. Chair to investigate and consider putting plastic see through cover in the area where chips occur.
- Village hall – The Parish Council will have signed a Health & Safety record as users of the village hall. Check with Jane. Compliance with village hall
- Loss of funds due to misappropriation of public money – amended 'deleted' to 'delegated'.

Cllr G Hyde advised that this document could be further revised and undertook to do this before the next review. **Action: Clerk to circulate the policy and register to all parish councillors for response.**

Recommendation to Council that, subject to the above amendments, the Risk Management Policy and Risk Register be approved.

014-19 **Standing Orders**

The following comments were made:

- Para 3 i) Meetings Generally – remove the reference to the need to ‘stand’ when speaking.
- Para 5 c) – amend time of Parish Council meetings to 7pm.
- Para 12 e) – request confirmation from NALC on the meaning of this paragraph.
- Para 21 Responsibilities under Data Protection Legislation – cross reference with the Council’s DPA Policy.
- Para 19 Handling Staff Matters – take the whole lot out and refer to the Council’s Staffing Committee terms of reference and all relevant HR policies.
- Para 24 Communicating with District and County Councillors – Part b) is duplication and should be removed
- Part 25 Restrictions on Councillor Activities – a) i) and ii) research what this means.

All Parish Councillors are to be consulted on the reviewed document before presentation to the Parish Council for approval. **Action: Clerk to circulate to all for comment.**

Recommendation to Council that, subject to the above amendments, the Council’s Standing Orders be approved.

015-19 **Accounts 2019-20**

The committee considered the accounts for the period 1 April 2019 to 15 October 2019 and made the following comments:

- Tree Councillor – request the annual work programme for the next Council meeting.
- Environment Group report for next Council meeting

Resolved: that the Accounts for the period 1 April 2019 to 15 October 2019 be noted.

016-19 **Proposed budget 2020-21**

The committee considered the proposed 2020-21 budget which had been circulated. The total budget requirement for 2020-21 is £48,190. This proposed budget will require a precept of £48,124 which is an overall increase of approximately 2.07% on the previous year which represents an increase of 0.51p per annum (1.05%) on the Band D charge.

The committee made the following comments:

- Grass cutting contract would be a 3 year contract.
- Not likely to be replacing bus shelters in the next year. Cllr Gilby was concerned at the bus shelter at the top of Chidham Lane as the concrete was falling out of the metal retaining bars on the east side. **Action: Cllr Gilby to request local contractor to have a look at the problem. Clerk to add a further project to the CDC IBP for use of CIL funds.**

Recommendation to Council that:

- 1) A further project be added to the District Council’s Infrastructure Business Plan – replacement/repair of bus shelters in the parish.

- 2) The proposed budget for the forthcoming financial year (2020-21) of £48,190 be approved.
- 3) The precept of £48,124, which is an overall increase of approximately 2.07% on the previous year and which represents an increase of 0.51p per annum (1.05%) on the Band D charge, be approved.

017-19 **Date of Next Meeting**

The next Finance Committee meeting will take place on Thursday 23 April 2020.

The meeting closed at 08:36pm

Signed: (Chairman)

(Date)