



# Chidham & Hambrook Parish Council

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24 April 2020

## MEETING OF THE FINANCE COMMITTEE

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to remotely 'attend' the Council's Finance Committee meeting on **Thursday 30 April 2020 at 7:00pm**. A link will be sent via email for you to join the meeting by video conferencing/Zoom following a trial of Zoom on Friday 24 April 2020.

MEMBERS: Cllr P MacDougall (Chair), Cllr M Gilby, Cllr G Hyde and Cllr J Sheppard

Signed: B Jones

Mrs B Jones **Clerk and RFO**

## AGENDA

1. **Apologies for absence**  
No apologies have been received.
2. **Declarations of Disclosable Pecuniary Interest**
3. **Minutes**  
To approve and sign the minutes of the Finance Committee meeting held on 14 November 2019 - *attached*
4. **Public Open Forum**  
**If a member of the public wishes to attend the meeting, please contact the Clerk to be sent a link to join via Zoom or submit any questions via email by 7:00pm the day before the meeting.**
5. **Review of End of Year Accounts and Annual Governance and Accountability Return (AGAR)**
  - Comment on the 2019-20 year end accounts - *attached*
  - Consider any budgets to be carried forward
  - Review the AGAR submission, current level of reserves and explanations of variances
  - Agree that the accounts be sent to the Internal Auditor for review
  - Make any appropriate recommendations to the Parish Council
6. **Review the Asset Register**
  - Agree the revised register – *attached*
  - Consider the use of the Alpha Accounting System Asset Register add-on - *details circulated by email*
  - Make appropriate recommendations to the Parish Council
7. **Review of Insurance Policy**  
The Council has a three year Long Term Agreement with Came & Company to 31 May 2022.

- Consider the revised insurance policy schedule - *attached*
- Make recommendation to the Parish Council that this policy be renewed.

8. **Review Financial Regulations**

- Consider the Financial Regulations to ensure these are still fit for purpose (they were last approved by Parish Council in September 2019) – *attached*

9. **Date of Next Meeting**

The next scheduled meeting is on 23 July 2020.

**THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME**

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.