**Chidham & Hambrook Parish Council**

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21 April 2021

**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 27 April 2021 at 7:30pm**.

Members of the public are welcome to attend this virtual meeting (proceedings may be recorded)*.*

MEMBERS: Cllr P Bolton, Cllr B Garrett, Cllr G Hyde, Cllr P MacDougall (Chair) and Cllr J Sheppard

Signed: **B Jones**

Mrs B Jones **Clerk and RFO**

**AGENDA**

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| 1. | **Apologies for absence**  No apologies have been received. |
| 2. | **Declarations of Disclosable Pecuniary Interest** |
| 3. | **Minutes** To approve and sign the minutesof the Finance Committee meeting held on 15 December 2020 - *attached* |
| 4. | **Public Open Forum** |
| 5. | **Review of End of Year Accounts and Annual Governance and Accountability Return (AGAR)**  - Comment on the 2019-20 year end accounts - *attached*  - Consider the use of reserves and the draft Reserves Policy - *attached*  - Consider the draft Expenses Policy - *attached*  - Review the AGAR submission, current level of reserves and explanations of variances  - Agree that the accounts be sent to the Internal Auditor for review  - Consider the appointment of the Internal Auditor  - Make recommendations to the Parish Council to approve the Reserves and Expenses Policies and the appointment of the Internal Auditor. |
| 6­­. | **Review Financial Regulations**  - Consider the Financial Regulations to ensure these are still fit for purpose (last approved by Parish Council in September 2019) – *attached* |
| 7. | **Review the Asset Register**  - Consider the revised register– *attached*  - Make recommendation to the Parish Council that this revised Asset Register be approved. |
| 8. | **Review of Insurance Policy**  The Council has a three year long term agreement with Came & Company until 31 May 2022.  - Consider the revised insurance policy schedule (based on the revised Asset Register as at 31 March 2021 above) - *attached*  - Make recommendation to the Parish Council that the insurance policy be renewed from 1 June 2021 at the cost of £801.28. |
| 9. | **Risk Management Policy and Register**  - Consider the Risk Management Policy and make any changes - *circulated*  - Consider the Risk Management Register - *circulated*  - Make recommendations to the Parish Council |
| 10. | **Any Other Business** |
| 11. | **Date of Next Meeting** The next scheduled meeting is on 22 July 2021. |

**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.