**Chidham & Hambrook Parish Council**

6 Woodlands Park Main Road Yapton Arundel BN18 0EZ

Tel: 07986 395253

Email: [clerk@chidhamandhambrook-pc.gov.uk](mailto:clerk@chidhamandhambrook-pc.gov.uk) Website: [www.chidhamandhambrook-pc.gov.uk](http://www.chidhamandhambrook-pc.gov.uk)

22 April 2022

**ADVISORY GROUP TO THE FINANCE COMMITTEE**

You are requested to attend a Zoom meeting of this Advisory Group to the Finance Committee on **Thursday 28 April 2022 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded)and are requested to contact the Clerk to obtain the link.

MEMBERS: Cllr P Bolton, Cllr B Garrett, Cllr S Johnson and Cllr P MacDougall (Chair)

The purpose of this meeting is to make recommendations to the Clerk in accordance with a Temporary Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021, whereby authority to action these recommendations was delegated to the Clerk of the Parish Council as Proper Officer.

Signed: **B Jones**

Mrs B Jones **Clerk and RFO**

**AGENDA**

|  |  |
| --- | --- |
| 1. | **Apologies for absence** |
| 2. | **Declarations of Disclosable Pecuniary Interest** |
| 3. | **Minutes** To approve and sign the minutesof the Finance Committee meeting held on 9 December 2021. |
| 4. | **Public Open Forum** |
| 5. | **Management Accounts and Year End Position**  Consider the accounts in detail to 31 March 2022.  Consider the use of reserves (the Reserves Policy is attached for information).  Agree that the accounts be submitted to the Internal Auditor for review and confirm appointment of Internal Auditor. |
| 6­­. | **Review Financial Regulations**  Consider the Council’s Financial Regulations to ensure these are still fit for purpose (last approved by Parish Council in September 2019). |
| 7. | **Review the Asset Register**  Consider the revised register including additions and disposals during the last year. |
| 8. | **Review of Insurance Policy**  The Council has a 3-year long term agreement with Came & Company (now known as Gallagher UK) until 31 May 2022. Consider three quotes for insurance from 1 June 2022 based on the revised Asset Register as 31 March 2022 (to follow).  Make recommendation to the Parish Council that:   1. The Council’s insurance policy be renewed from 1 June 2022 at the cost of £xx and 2. That xx is appointed as the Council’s insurer for a 3-year contract ending 31 May 2025. |
| 9. | **Risk Management Policy and Register**  Consider the Risk Management Policy and make any changes.  Consider the Risk Management Register and make recommendations to the Parish Council |

|  |  |
| --- | --- |
| 10. | **Local Government Pay Scales**  The 2021-22 national salary award was resolved in late March 2022 with pay scale increases approved providing a 1.75% rise for the Clerk. The increase on Scale Point 25 has been backdated to 1 April 2021 and paid to the Clerk.  In line with a letter of Variation to Contract dated 2 July 2021 the Clerk has moved up one scale point to Scale Point 26 (£16.10 per hour) from 1 April 2022. |
| 11. | **Any Other Business** |
| 12. | **Date of Next Meeting** The next scheduled meeting is on 28 July 2022. |

**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.