**DRAFT Minutes of the *ADVISORY GROUP* to the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 22 July 2021 at 7:30 pm**

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

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

Cllr S Bramwell Smith

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| AGFC 1-22 | **Apologies for absence**  Cllr B Garrett had given his apologies. |
| AGFC 2-22 | **Declarations of Disclosable Pecuniary Interest**  No interests were declared. |
| AGFC 3-22 | **Minutes**  The minutes of the Finance Committee held on 27 April 2021 was noted. These minutes will be formally agreed when we return to meeting formally as the Finance Committee. |
| AGFC 4-22 | **Public Open Forum**  Cllr J Towers gave an update on the Bourne Bus Project. Mr A Kerry-Bedell has to apply for a grant of £10,000 to the Armed Forces Covenant Fund by 2 August. He will set up a Charity and a Community Interest Company in order to apply for the grant. Thorney, Emsworth Residents Association, Westbourne, Southbourne, and possibly Chidham & Hambrook will be involved. If the grant is not awarded then we will not go ahead. With £2,000 from each Council there would be a total of £18,000 which would be enough to buy a bus (MOT, insurance, tax and Section 22 5-year bus licence) and cover the first years running costs. In future years the running costs would be £1,000 per organisation. Direct training will be offered free of charge to all parishes. Bus routes must be within a range of 15 miles. It was suggested that an extraordinary Parish Council meeting be set up on 29 July 2021 7:30pm to make a final decision on this project. |
| AGFC 5-22 | **Internal Auditor’s Report on 2020-2021 Accounts**  The Clerk drew attention para 5) on the Findings of the internal audit report which stated ‘Fixed assets should be recorded on the annual return at cost (or insurance value if cost is not known, or at £1 if they are gifted, or are community assets). The value on the asset register should not be increased to include insurance inflation. The amount to record on the AGAR should be last year’s value, plus additions, less disposals – this totals £102,255.16.’  The Clerk advised that the amendments had been made to the asset register and that she would follow this accounting principle in future. |
| AGFC 6-22 | **Review of accounts for the period 1 April 2021 to 30 June 2021**  The Clerk took members through the 3 reports circulated as part of the agenda, namely the Detailed Receipts & Payments by Budget Heading, the Trial Balance for the Current Year and the Earmarked Reserves.  Cllr J Sheppard presented the Staffing Committee report with the recommendation to increase the Salary & NI budget to take into account the increase in salary awarded to the Clerk.  The report of the Council’s current contracts and the Council’s recurring costs as a percentage of budget was discussed, as well as the earmarked reserve of 50% of precept which the Council holds for emergency expenditure. It was suggested that this earmarked reserve should be increased in future years to better cover emergencies and unforeseen expenditure which the Council may incur.  The Group noted the 2021-22 Q1 Accounts.  **Recommendations under the Scheme of Delegation dated 27 May 2021:** That the Protocol for Public Participation at Council meetings be approved.   1. The following virements be agreed: 2. A virement of £500 from the Hedges & Ditches budget account to cover the shortfall on the Salary & NI budget (performance increase + annual Cost of Living increase). 3. A virement of £100 from the Subscriptions & Memberships budget to the Payroll budget to cover the payroll contract fees. 4. That, should the Parish Council wish to proceed with the Bourne Bus Project, £2,000 be spent from the Council’s emergency earmarked reserve to cover the cost of the first year of this project. 5. That the Council’s emergency earmarked reserve be increased from 2022-2023 by 5% of precept per annum until a total of 75% of the precept is held. |
| AGFC 7-22 | **Any other business**  No issues were raised. |
| AGFC 8-22 | **Date of Next Meeting**  The next scheduled meeting will take place on 25 November 2021. |

  The meeting closed at 8:02pm

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Signed: (Chairman) (Date)

**AGENDA**