**Draft minutes of an Extraordinary Meeting of Chidham and Hambrook Parish Council**

**held at Chidham Village Hall on Thursday 27 May 2021 at 7:30pm**

**Present** Cllr P Bolton Cllr S Bramwell Smith

Cllr R Gowlett Cllr G Hyde

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| **In attendance** | Clerk & RFO |
| **Members of public** | None |
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*Meeting commenced at 7:30pm*

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| 22-015 | **Election of Chair**  Cllr G Hyde was elected as Chair. |
| 22-016 | **Apologies for absence**  Apologies for absence have been received from Cllrs C Archer, B Garrett, P MacDougall (Chair), R Perri, J Sheppard and J Towers (Vice-Chair). Apologies were also received from County Cllrs A Moss and P Plant. |
| 22-017 | **Declarations of Interest**  None. |
| 22-018 | **Minutes**  There were no minutes to consider. |
| 22-019 | **Matters Arising from the Minutes**  None. |
| 22-020 | **Public Open Forum** |
|  | No members of the public were present. |
| 22-021 | **Committee Minutes & Reports** |
| 22-021.1 | **Finance Committee**  The minutes of the meeting held on 27 April 2021 were considered.  **Resolved that:**  1) R S Hall & Co. be appointed as the Council’s Internal Auditor.  2) The Reserves Policy and Expenses Policy be approved.  3) Earmarked Reserves be set up as follows: £50,000 for The Meadows Development project and £15,000 for the Renewal of Children’s Playground Equipment.  4) The Financial Regulations be approved.  5) The Asset Register be approved.  6) The Council’s insurance policy be renewed for a further year from 1 June 2021.  7) The Risk Management Policy be approved and, subject to some amendments, the Risk Register be approved. |
| 22-021.2 | **Annual Governance and Accountability Report (AGAR) 2020-21**  The AGAR was considered including the Council’s 2020-21 Financial Statement and the information on variances. The Council’s Internal Auditor had signed off the accounts having amended the asset figure to take account of two ‘donations’ which should not reflect a value.  **Resolved that:**  1) The Accounting Statements in the AGAR be approved, and the Chairman and Clerk be authorised to sign the AGAR and submit this to the Council’s external auditors for review.  2) The dates for the period of exercise of public rights and publication of the unaudited AGAR be set for the period Monday 7 June 2021 to Friday 16 July 2021 by notice on the website. |
| 22-021.3 | **Introduction of a Temporary Scheme of Delegation**  This Scheme of Delegate was proposed in order to allow the smooth running of the Council without the need for face-to-face meetings. There was a need to be flexible in the future and it was noted that face-to-face meetings would not be prevented from being held if required.  **Resolved:** That the Temporary Scheme of Delegation be adopted with a review date of 4 November 2021, or earlier if required. |
| 22-022 | **Any Other Business**  No other business was raised. |

The meeting closed at 19:48pm

Signed by: Date:

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CHAIRMAN