**DRAFT Minutes of the *ADVISORY GROUP* to the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 28 April 2022 at 7:30 pm**

**Present:** Cllr B GarrettCllr P Bolton (Chair) Cllr S Johnson Cllr P MacDougall

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

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| AGFC 01-23 | **Apologies for absence**  There were no apologies. The Clerk advised that the Chair would be a bit late. In the absence of the Chair, Cllr B Garrett was voted in as Chair. |
| AGFC 02-23 | **Declarations of Disclosable Pecuniary Interest**  No interests were declared.  Cllr MacDougall joined the meeting. |
| AGFC 03-23 | **Minutes**  **Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:** That the minutes of the meeting held on 9 December 2021 be agreed as a correct record of the meeting and signed by the Clerk noting this minute number. |
| AGFC 04-23 | **Public Open Forum**  No members of public were present. |
| AGFC 05-23 | **Management Accounts and year End Position**  The Clerk had circulated several reports giving details of the financial position at year end 31 March 2022 (the Summary Receipts and Payments report, Detailed Receipts and Payments report, Trial Balance report and Earmarked Reserves Report) and she went through each report with members.  The Group noted the 2021-22 Accounts to 31 March 2022 and agreed that the 2021-22 Accounts be submitted to the Council’s Internal Auditor R S Hall & Co. for review. For the 2022-23 financial year the Council’s internal auditor would be changed as good practice suggests. The Clerk will get quotes for consideration at the meeting in December 2022. **Action: Clerk to get quotes for internal audit work.**  No changes were suggested to the Reserves Policy. |
| AGFC 06-23 | **Review Financial Regulations**  No changes were suggested to the Council’s Financial Regulations, which were considered still fit for purpose. |
| AGFC 07-23 | **Review the Asset Register**  The Clerk took the Group through the revised Asset Register. The Council’s asset value had increased from £102,255 last year to £108,722. There had been no disposals in 2021-22; assets acquired during the year amounted to £6,467. |
| AGFC 08-23 | **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. Three quotes had been sought by the Clerk based on the revised Asset Register above.  Members commented on the range of quotes received and wanted to be assured that they were based on the same level of cover.  Cllr Garret had checked whether the Council was insured for vandalism. We are covered under the existing scheme for property damage with an excess of £250.  He had some general questions which he would take up with the insurers and respond to this Group and the Clerk in due course. **Action: Cllr Garrett** |

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| AGFC 09-23 | **Risk Management Policy and Register**  Cllr Garrett made some suggested amendments to the Risk Management Policy which were noted by the Clerk.  It was agreed that Cllr Garrett would hold an informal remote meeting with the members of this Group to go through the Risk Register to ensure it included new risks relating to the development of the open spaces and knowledge-based risks. **Action: Cllr Garrett** |
| AGFC 10-23 | **Local Government Pay Scales**  The 2021-22 national salary award had been resolved in late March 2022 with pay scale increases approved providing a 1.75% rise for the Clerk. The Clerk was paid an increase on Scale Point 25 which was backdated to 1 April 2021.  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. |
| AGFC 11-23 | **Any other business**  There was no other business. |
| AGFC 12-23 | **Date of Next Meeting** The next scheduled meeting is on 28 July 2022. |

  The meeting closed at 8:10pm

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Signed: (Chairman) (Date)