**DRAFT Minutes of the *ADVISORY GROUP* to the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 28 July 2022 at 10:00am**

**Present:** Cllr P Bolton Cllr B GarrettCllr S Johnson

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

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| AGFC 13-23 | **Apologies for absence**  Apologies had been received from Cllr P MacDougall. |
| AGFC 14-23 | **Declarations of Disclosable Pecuniary Interest**  No interests were declared. |
| AGFC 15-23 | **Minutes of the last meeting**  A small amendment was suggested to the minutes.  **Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 5 May 2022:** That the minutes of the meeting held on 28 April 2022 be agreed as a correct record. |
| AGFC 15-23.1 | Matters arising:  Minute AGFC 08-23 – Cllr Garrett advised that this action had been superseded as the insurance policy had been received and approved by the Parish Council.  Minute AGFC 09-23 - Cllr Garrett suggested that all read the Risk Management Register bearing in mind the new risks that the Council would take on with the meadows development with the open spaces being used more frequently and any risk from the Bourne Bus through our parish. Also consider the Council’s Emergency Plan for crossover. **Action: Cllr Garret will set a meeting date in September to go through the risks.** |
| AGFC 16-23 | **Public Open Forum**  There were no members of the public present. |
| AGFC 17-23 | **Accounts 2021-22** |
| AGFC 17-23.1 | The Group considered the 2021/22 Internal Audit report. The Clerk advised that the findings at 5) regarding the insured value was prior to the new insurance contract was agreed. The new sum insured was £114,370. |
| AGFC-27-23.2 | The Clerk advised that she has received three quotes from internal auditors to undertake the audit of the Parish accounts from April 2023. A discussion took place on the merits of changing auditors regularly to promote good governance. The current Internal Auditor had been in place for six years.  **Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 5 May 2022:** That Ms E O’Flanaghan be appointed as the Council’s Internal Auditor for a period of three years from 2023/24 at the cost of £280 per annum. This appointment will be subject to the Council being content with the service provided. |
| AGFC 18-23 | **Accounts to 30 June 2022**  The committee noted the reports on the Council’s accounts as at 30 June 2022.  The committee also considered the schedule showing the Council’s current contracts and noted that the Council’s contracts represented 27.5% of the Council’s precept of £51,512.  The street lighting contract was queried and the number of parish-owned streetlights. **Action: Clerk to advise between the maintenance and energy costs and how this relates to whether parish-owned or parish wide street lights.**  General inflation will drive up all costs and revised figures for 2022 should be sought from our energy suppliers. The grounds maintenance contract was due to be reviewed and this should be opened out to local contractors within the parish area. A revised contract figure for 2023 should be considered at the next meeting when budgets for 2023 are considered. **Action: Clerk/POSAC** |
| AGFC 19-23 | **Any Other Business**  Cllr Bolton advised that POSAC would meet next week and consider the budget for Phase 2 of Pynham Meadow and the Parish Council on 4 August would be asked to agree this budget. |
| AGFC 20-23 | **Date of Next Meeting** The next scheduled meeting is on 24 November 2022. |

The meeting closed at 10:57am

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Signed: (Chairman) (Date)