



## MELKSHAM WITHOUT PARISH COUNCIL

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Wednesday 6<sup>th</sup> May 2026

To all members of the Council Finance Committee: Councillors John Glover (Chair of Council and Committee), David Pafford (Vice Chair of Council), John Doel (Vice Chair of Committee), Chris Griffiths, Alan Baines, Richard Wood and Mark Blackham.

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Tuesday 12<sup>th</sup> May 2026 at 7.00pm at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

**TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=87845739124>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) . If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

**YOU CAN ACCESS THE AGENDA PAPERS HERE**

Yours sincerely

Teresa Strange, Clerk



## **AGENDA**

1. **Welcome and Housekeeping**
2. To receive **Apologies and approval of reasons given.**
3. a) To receive **Declarations of Interest**  
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
4. To consider holding items in Closed Session due to confidential nature Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
5. **Public Participation**
6. **Insurance:**
  - a) To review and approve Insurance Cover for year commencing 1st June 2026 (including Cyber Security separate policy) and note as per the terms of the lease that Berryfield Village Hall's building insurance will be included in the parish insurance schedule.
  - b) To consider quotations received for Insurance Cover and recommend appointment of provider and entering into new Long Term Agreement if appropriate
  - c) To agree amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2026 to 31st May 2027.
7. **Asset Register:**
  - a) To approve the asset register **value** as at 31<sup>st</sup> March 2026.
  - b) To consider setting a minimum value for assets to be included in the asset register from 1<sup>st</sup> April 2026, following recommendation from Internal Auditor. To agree removal of items below agreed value from asset register.
  - c) To consider maintaining a separate inventory list for council items below minimum threshold, for operational control.
  - d) To approve the disposal of the following assets:
    - I. Briansfield Allotment noticeboard
    - II. Shurnhold Fields noticeboard
8. **Grants:** To note that organisations awarded grants over £2,000 are required to provide a written report within 12 months of the grant date, outlining how the funds were used and note reports received to date for 25/26 as due diligence .

9. **Community Infrastructure Levy (CIL):** To note Wiltshire Council guidance note on CIL funds for 2026/27

10. **Procurement:**

- a) To note NALC (National Association of Local Councils) advice note on procurement
- b) To review and update Procurement Policy as a result of the Procurement Act 2023

11. **Bowerhill Sports Field:**

- a) To consider charge for Wiltshire School of Gymnastics use of the sports field during school holidays

***Copy to: All Councillors***