



## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 8<sup>th</sup> June 2021

Dear Finance Committee members

**Re: FINANCE COMMITTEE MEETING ON MONDAY 14<sup>th</sup> June 2021**

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 14<sup>th</sup> June 2021, at 7.45pm** (following the Planning Committee meeting) **at 1 Swift Way (off Westinghouse Way), Bowerhill Industrial Estate, Melksham, SN12 6GX** to consider the agenda below.

**MEMBERS OF THE PUBLIC ARE MORE THAN WELCOME TO ATTEND THE FACE TO FACE MEETING, BUT ARE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED SPACE AVAILABLE IN OUR MEETING SPACE TO COMPLY WITH COVID RESTRICTIONS (Maximum number in room is 18). MEMBERS OF THE PUBLIC ARE ALSO ENCOURAGED TO SUBMIT ANY QUESTIONS IN WRITING. Please be aware that the doors and windows will be open for ventilation and so the room may be cold. Masks will need to be worn on moving around the room, but can be taken off when the meeting begins and you are seated.**

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

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.co.uk](http://www.melkshamwithout.co.uk)

If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely,

Teresa Strange, Clerk

## **AGENDA**

### **1. Welcome, Housekeeping and Apologies**

### **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 the consideration of the following items of business (Item 10b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

### **5. Public Participation**

### **6. To review parish council's compliance to the Governance & Accountability for Smaller Authorities in England**

### **7. Statement of Accounts & Accompanying Report 2020/21**

- a. To note Minutes of Finance Committee 11<sup>th</sup> Jan 2021 (*Budget Setting*) annotated with actual vs forecast figures for 2020/21
- b. To review Statement of Accounts and Accompanying Report for 2021/21
- c. To review the Bank Reconciliation as at 31<sup>st</sup> March 2021
- d. To recommend to Full Council bank transfer amount to top up online banking account and spread risk
- e. To review Reserves Policy and Reserves breakdown as at 31<sup>st</sup> March 2021
- f. To review receipts and spend of CIL (Community Infrastructure Levy) for 2020/21
- g. To review spend of Sandridge Solar Farm funding for 2020/21
- h. To note Asset Value figure for year ending 31<sup>st</sup> March 2021
- i. To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31<sup>st</sup> March 2021
- j. To recommend for approval Local Government Transparency Code Compliance Report for 2020/21

### **8. Audit:**

- a. To note review of action taken against Internal Audit report for 2019/20 and no action to be taken as result of External Audit report for 2019/20
- b. Internal Auditor's reports for 2020/21 (*To note review of visit 11/1/21 and consider report following remote 2<sup>nd</sup> visit 27/5/21*)
- c. To consider effectiveness of internal control
- d. To appoint Internal Auditor for 2021/22
- e. To note guidance from External Auditors
- f. To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (*Full Council will also need to consider separately when they meet on 28<sup>th</sup> June*)
- g. To recommend for approval by Full Council the External Audit Annual Return and additional information requested

h. To note key dates for Exercise of Public Rights

9. To consider **Chairman's Allowance** for 2021/22

**10. New Berryfield Village Hall Project:**

- a. To note update on transfer of land and access for building works
- b. To appoint contractor for build of Berryfield Village Hall following tender process, Project Manager's recommendation and due diligence checks
- c. To recommend to Full Council the amount and timescale of a Public Works Loan Request for the build of Berryfield Village Hall

***Copy to: All Councillors***