



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Thursday 4th June 2026

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

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 15th June 2026 at 7.00pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81502713070>

Or go to 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 . 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. **Chairman & Vice Chair of Finance Committee for 2026/27**
 - a) To elect **Chair** of Finance Committee for 2026/27
 - b) To elect **Vice-Chair** of Finance Committee for 2026/27
 - c) To note Scheme of Delegation for the Finance Committee
 - d) To receive update on banking signatories due to change of Finance Committee membership
4.
 - a) To receive **Declarations of Interest**
 - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. 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.
6. **Public Participation**
7. **Financial Regulations:**
 - a) To review Finance Regulations
 - b) To approve use of BACS for parish council payments as per financial reg 7.9.
8. To review the Smaller Authorities' Proper Practices Panel) (SAPPP) Practitioners' Guide dated March 26.
9. **Statement of Accounts & Accompanying Report 2025/26:**
 - a) To note Finance Committee minutes 5th January 2026 (Budget setting) annotated with actual figures for 2025/26
 - b) To review draft Statement of Accounts and Accompanying Report for 2025/26 and note general reserve fund figure.
 - c) To note the Bank Reconciliation as at 31st March 2026
 - d) To review and approve Reserves breakdown as at 31st March 2026
 - e) To review and approve receipts and spend of CIL (Community Infrastructure Levy) for 2025/26
 - f) To review and approve spend of Sandridge Solar Farm community funding for 2025/26

- g) To recommend for approval by Full Council the Statement of Accounts & Annual Report (including all items to meet transparency) for the year ending 31st March 2026.
- h) To review and approve the ICO Model Publication Scheme (as per standing orders 11, 20 and 21) and schedule of charges.

10. Audit:

- a) To note no action to be taken as result of External Audit report for 2024/25.
 - b) To review Internal Auditor's reports for 2025/26
 - c) **Internal Control:**
 - i. To review the current internal control policy.
 - ii. To consider effectiveness of internal control and arrange for internal control councillor visit.
 - d) To note guidance from [External Auditors](#)
 - e) **Assertion 10:**
 - i. To consider advice on assertion 10
 - ii. To approve the parish council Website accessibility statement
 - 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 29th 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
11. To agree amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2026 to 31st May 2027
12. **Beanacre Play Area project:** To consider setting a budget for the refurbishment of the play area in order to obtain accurate design concepts and costings
13. **Allotments:** To consider allotment rent charges for the allotment year starting 1st October 2027
14. **Finance System:** To consider the quotation and benefits of transferring to RialtasWeb.
15. To review Council's and Staff subscriptions for 2026/27
16. To review and approve list of regular payments for authorisation for 2026/27 (as per Fin Reg 6.6)
17. To review and approve Direct Debits & Standing Orders for 2026/27

Copy to: All Councillors