



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 23rd June 2020

To all members of the Council Finance Committee: Cllr Richard Wood, Cllr John Glover (Committee Chair), Cllrs Alan Baines (Committee Vice Chair), Nick Holder, Paul Carter, Paul Taylor & Stuart Wood

Dear Finance Committee members

Re: FINANCE COMMITTEE MEETING ON MONDAY 29th JUNE 2020

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 29th June 2020, at 7.00pm** to consider the agenda below.

Yours sincerely,

A handwritten signature in black ink that reads 'T. Strange'.

Teresa Strange, Clerk

PLEASE NOTE THAT THIS IS A REMOTE VIRTUAL MEETING THAT WILL REQUIRE A ZOOM INVITATION AND PASSWORD TO ATTEND. MEMBERS OF THE PUBLIC AND PRESS ARE REQUESTED TO CONTACT THE CLERK BY 6.30PM ON MONDAY 20 JULY TO REQUEST A ZOOM INVITATION TO PARTICIPATE IN THE MEETING FOR AGENDA ITEM 4. THE MEETING WILL ALSO BE STREAMED LIVE ON YOUTUBE, THE LINK WILL BE POSTED ON THE PARISH COUNCIL WEBSITE AND SOCIAL MEDIA CHANNELS WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

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. **Public Participation**
5. To review parish council's compliance to the **Governance & Accountability for Smaller Authorities in England**

Serving rural communities around Melksham

6. **Statement of Accounts & Accompanying Report 2019/20**
 - a) To note Minutes of Finance Committee 7th Jan 2020 annotated with actual vs forecast figures for 2019/20
 - b) To review Statement of Accounts and Accompanying Report for 2019/20
 - c) To review the Bank Reconciliation as at 31st March 2020
 - d) To review Reserves Policy and Reserves breakdown as at 31st March 2020
 - e) To review receipts and spend of CIL (Community Infrastructure Levy) for 2019/20
 - f) To review spend of Sandridge Solar Farm funding for 2019/20
 - g) To note Asset Value figure for year ending 31st March 2020
 - h) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2020
 - i) To recommend for approval Local Government Transparency Code Compliance Report for 2019/20

7. **Audit:**
 - a) To note review of action taken against Internal Audit report for 2018/19 and no action to be taken as result of External Audit report for 2018/19
 - b) Internal Auditor's reports for 2019/20 (*To note review of visit 14/2/20 and consider report following remote 2nd visit 1/5/20*)
 - c) To consider effectiveness of internal control
 - d) To appoint Internal Auditor for 2020/21
 - 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 in July*)
 - 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

8. To review **Finance Regulations (new model)**

9. **Risk Register:**
 - a) To consider way forward for undertaking risk assessments for:
 - i) Reopening of council assets as lockdown measures ease
 - ii) Reopening of office for staff and for public as lockdown measures ease
 - iii) Recommencing public meetings as lockdown measures ease
 - iv) Public drop in sessions for Neighbourhood Plan consultation in July
 - v) General Risk Register
 - b) To consider offering support to community groups and village halls in the parish

10. To review and approve **Direct Debits & Standing Orders** for 2020/21
11. To consider **Chairman's Allowance** for 2020/21
12. To review **Schedule of Charges** for 2020/21
13. To review **Council's and Staff subscriptions** for 2020/21
14. To note Guidance for parish/town councils on receiving and the use of **CIL funds** and update further to meeting with Melksham Town Council on proposals for sharing CIL funds

Copy to: All Councillors