



## MELKSHAM WITHOUT PARISH COUNCIL

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Saturday 24th May 2025

To all members of the Council Finance Committee: Councillors John Glover (Chair of Council and Committee), David Pafford (Vice Chair of Council), John Doel, 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 **Monday 2<sup>nd</sup> June 2025 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=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81108480694>

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. To elect **Vice-Chair** of Finance Committee for 2025/26 (deferred from last meeting)
6. **Public Participation**
7. **Financial Regulations:**
  - a) To review Finance Regulations (new Model version issued by NALC March 25).
  - 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 25.
9. **Asset Register:** To note asset register and formally approve Asset value as of 31st March 2025 as part of year end accounting procedure.
10. **Statement of Accounts & Accompanying Report 2024/25:**
  - a) To note Finance Committee minutes 6<sup>th</sup> January 2025 (Budget setting) annotated with actual figures for 2024/25
  - b) To review draft Statement of Accounts and Accompanying Report for 2024/25 and note general reserve fund figure.
  - c) To note the Bank Reconciliation as at 31st March 2025
  - d) To review and approve Reserves breakdown as at 31st March 2025
  - e) To review and approve receipts and spend of CIL (Community Infrastructure Levy) for 2024/25
  - f) To review and approve spend of Sandridge Solar Farm community funding for 2024/25
  - 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 2025.

- h) To review and approve the ICO Model Publication Scheme (as per standing orders 11, 20 and 21) and schedule of charges.

11. **Allotments:** To consider allotment rent charges for 2025/26

12. To consider and propose a mutually acceptable method to the town council on how to calculate and apply interest on funding held by both councils for projects that both parties have an interest in.

13. **Audit:**

- a) To note no action to be taken as result of External Audit report for 2023/24.

- b) To review Internal Auditor's reports for 2024/25

- c) **Internal Control:**

- i. To note 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 <https://bit.ly/3WqFPPv>

- e) 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 16<sup>th</sup> June).

- f) To recommend for approval by Full Council the External Audit Annual Return and additional information requested

- g) To note key dates for Exercise of Public Rights

14. **Policies: To review the following policies:**

- a) Procurement Policy

- b) Policy for use of Corporate MultiPay Card

- c) To unadopt the following policy: Payment Card Policy

15. **Grants:** To consider having some published criteria on how grant awards are evaluated

16. To review Council's and Staff subscriptions for 2025/26

17. To review and approve list of regular payments for authorisation for 2025/26 (as per Fin Reg 5.6)

18. To review and approve Direct Debits & Standing Orders for 2025/26

19. To receive update on payment of Neighbourhood Plan expenses.

20. To approve the side agreement for the transfer of the Berryfield Village Hall public art maintenance funding to be transferred to the Berryfield Village Hall Trust.

***Copy to: All Councillors***