



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor  
Melksham Community Campus,  
Market Place, Melksham,  
Wiltshire, SN12 6ES  
Tel: 01225 705700

Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)  
Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Tuesday 14<sup>th</sup> May 2024

To all members of the Council Finance Committee: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Shona Holt, Robert Shea-Simonds & John Doel

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 20<sup>th</sup> May 2024 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=88435420845>

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

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 2024/25**
  - a) To elect **Chair** of Finance Committee for 2024/25
  - b) To elect **Vice-Chair** of Finance Committee for 2024/25
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. **Insurance:**
  - a) To review and approve Insurance Cover for year commencing 1<sup>st</sup> June 2024 (including Cyber Security separate policy) and note as per the terms of the lease Berryfield Village Hall's building insurance will be included in the parish insurance schedule.
  - b) To consider quotation received for Insurance Cover and appoint provider (in year two of three-year long-term agreement)
  - c) To agree amount to charge Berryfield Village Hall Trust for building insurance from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.
  - d) To authorise payment for Insurance Cover commencing 1<sup>st</sup> June 2024 (*under delegated powers*)
8. **Financial Regulations:** To review Finance Regulations (new Model version issued by NALC May 24)
9. To note JPAG (**Joint Panel on Accountability and Governance**) **Practitioners' Guide** March 23 for the year ending 31<sup>st</sup> March 23 and the review of the March 24 guide for the year ending 31<sup>st</sup> March 25.
10. **Asset Register:** To note asset register and formally approve Asset value as of 31st March 2024 as part of year end accounting procedure
11. **Statement of Accounts & Accompanying Report 2023/24**
  - a) To note Finance Committee minutes 8<sup>th</sup> January 2024 (Budget setting) annotated with actual figures for 2023/24

- b) To review draft Statement of Accounts and Accompanying Report for 2023/24 and note general fund figure.
- c) To note the Bank Reconciliation as at 31st March 2024
- d) To review and approve Reserves breakdown as at 31st March 2024
- e) To review and approve receipts and spend of CIL (Community Infrastructure Levy) for 2023/24
- f) To review and approve spend of Sandridge Solar Farm funding for 2023/24
- g) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2024
- h) To consider advice of internal auditor regarding Transparency regulations and how to proceed for 2024/25
- i) To recommend for approval Local Government Transparency Code Compliance Report for 2023/24
- j) To review and approve the ICO Model Publication Scheme (as per standing orders 11, 20 and 21) and schedule of charges.

**12. Audit:**

- a) To note no action to be taken as result of External Audit report for 2022/23
- b) To review Internal Auditor's reports for 2023/24
- c) **Internal Control:**
  - i. To note the current internal control policy
  - ii. To consider effectiveness of internal control (note feedback from Internal Control councillor visit at Full Council 17<sup>th</sup> June 24)
- 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 17th 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

13. To consider whether the council should provide a payment card method now that office location circumstances have changed.

14. **Procurement:** To note information received to date on new procurement act due to go live in October 2024.

15. To note Chairman's Allowance for 2023/24 and consider Chairman's Allowance for 2024/25.

16. To review Council's and Staff subscriptions for 2024/25

17. To review and approve list of regular payments for authorisation for 2024/25 (as per Fin Reg 5.6)
18. To review and approve Direct Debits & Standing Orders for 2024/25
19. To note price increase for parish council's trade waste contract.

***Copy to: All Councillors***