



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 17th May 2022

Dear Finance Committee members

Re: FINANCE COMMITTEE MEETING ON MONDAY 23rd May 2022

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 23rd May 2022, at 7.45pm** (following the Planning Committee meeting) **at Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** to consider the agenda below.

******PLEASE NOTE NEW VENUE AND TIME OF MEETING******

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>

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.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 elect Chair & Vice Chair of Finance Committee for 2022/23
3. To receive **Apologies and approval of reasons given.**
4. a) To receive **Declarations of Interest**
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. **Public Participation**
6. **Finance Policies:**
 - a) To review Finance Regulations
 - b) To note Finance Risk Assessment has to be undertaken in each financial year, but as completed in Jan/Feb22 to consider undertaking after office relocation (Autumn) due to change in circumstances
 - c) To note NALC Legal Topic Note for Procurement (updated March 2022)
 - d) To review model/example Tender instruction document and scoring matrix and to consider adopting
 - e) To consider draft Procurement Policy
 - f) To review Payment Card Policy (Council receiving Card Payments)
 - g) To review Corporate Multi Pay Card Policy (Council making Card Payments)
 - h) To review Investment Policy
7. **Insurance:**
 - a) To review and approve Insurance Cover for year commencing 1st June 2022 (including Cyber Security separate policy)
 - b) To consider quotation received for Insurance Cover and appoint provider
 - c) To authorise payment for Insurance Cover commencing 1st June 2022 (*under delegated powers*)
 - d) To consider and approve Berryfield Village Hall insurance policy in preparation of the scenario of no management committee in place at time of handover (12th August)
8. To note JPAG (**Joint Panel on Accountability and Governance**) **Practitioners' Guide** March 21 for the year ending 31st March 22 and the review of the March 22 guide for the year ending 31st March 23 and to confirm which one following for 21/22 reporting as both can be followed (relates to 9g asset reporting).
9. **Statement of Accounts & Accompanying Report 2021/22**
 - a) To note Finance Working party minutes 10th January 2022 (Budget setting) annotated with actual figures for 2021/22
 - b) To review Statement of Accounts and Accompanying Report for 2021/22
 - c) To review the Bank Reconciliation as at 31st March 2022

- d) To review Reserves breakdown as at 31st March 2022
- e) To review receipts and spend of CIL (Community Infrastructure Levy) for 2021/22
- f) To review spend of Sandridge Solar Farm funding for 2021/22
- g) To note advice of NALC re work under construction and approve Asset Value figure for year ending 31st March 2022
- h) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2022
- i) To recommend for approval Local Government Transparency Code Compliance Report for 2021/22

10. Audit:

- a) To note no action to be taken as result of External Audit report for 2020/21
- b) Internal Auditor's reports for 2021/22 (To note review of visit 20/10/21 and consider report following 2nd visit 24/02/22 and submission of year end figures 06/05/22)
- c) **Internal Control**
 - a) To note feedback from Internal Control councillor visit (w/c 16th May)
 - b) To consider effectiveness of internal control
- d) To note guidance from External Auditors <https://www.pkf-l.com/services/limited-assurance-regime/submission-requirements-2/#authorities-not-claiming-exemption>
- 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 20th 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

11. To note **Chairman's Allowance** for 2021/22 and consider Chairman's Allowance for 2022/23 bearing in mind PAYE implications

12. To review **Council's and Staff subscriptions** for 2022/23

13. To review and approve list of **regular payments for authorisation** for 2022/23 (as per Fin Reg 5.6)

14. To review and approve **Direct Debits & Standing Orders** for 2022/23

15. **Financial Services Compensation Scheme (FSCS):** Updated advice

Copy to: All Councillors

To access the agenda and the papers for the Finance Committee meeting on Monday 23rd May, please follow the link below

Please note that the meeting is to be held at 7:45pm following the planning committee meeting. Please note that the meeting is being held at Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU.

https://drive.google.com/file/d/1IZ_UUxSE_MfG3rCsjcQxmqMqL-i8dxyp/view?usp=sharing