

**MINUTES of the Finance Committee of Melksham Without Parish Council held on
Monday 20th May 2024 at Melksham Without Parish Council Offices,
Melksham Community Campus (First Floor), Market Place, Melksham,
SN12 6ES at 7.00pm**

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

Officers: Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

20/24 Welcome, Housekeeping & Apologies:

Councillor Glover, as outgoing Chair of the Finance Committee, welcomed everyone to the meeting. It was noted that all attendees in the room regularly attended council meetings; therefore, the housekeeping messages did not need to be read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

It was noted that all members of the Finance Committee were present at the meeting.

Nominations were invited for the Chair of the Finance Committee for 2024/25.

21/24 Chairman & Vice Chair of Finance Committee for 2024/25:

a) Election of Chair of Finance Committee for 2024/25

Resolved: That Councillor Glover be Chair of the Finance Committee for 2024/25.

b) Election of Vice-Chair of Finance Committee for 2024/25

Resolved: That Councillor Shea-Simonds be Vice- Chair of the Finance Committee for 2024/25.

22/24 Declarations of Interest

Councillor Holt as Chair of the Berryfield Village Hall Trust, and Councillor Wood as trustee of the hall, declared an interest in agenda item 7c (Berryfield Village Hall insurance cover charge).

The Clerk, although not a voting member, declared an interest in item 17 (list of regular payments), as there was a monthly standing order listed to reimburse her for the out-of-hours mobile phone charges.

23/24 Dispensation Requests

None.

24/24 To consider holding items in Closed Session due to confidential nature:

There were no items to be held in closed session.

25/24 Public Participation:

There was one member of the public in attendance on Zoom, who wished to observe the meeting.

26/24 Insurance:

- a) To review and approve Insurance Cover for year commencing 1st 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.**

Members reviewed the parish insurance schedule of cover for the forthcoming year. It was noted that this schedule also included building insurance for Berryfield Village Hall, with this cost element being charged back to the Village Hall Trust, which was an item to be discussed later on in the agenda. It was explained that officers had compared the insurance cover listed on the schedule against the level of cover required for the council's assets as per the asset register. This analysis was included in the agenda packs for members to review at the meeting.

Officers highlighted that the insurance schedule was showing c£14,000 less of cover than what was required for 'other surfaces' and c£39,000 more cover than what was required for street furniture. The Clerk advised that officers had contacted Zurich, the council's insurance provider, to query how much of a cost saving there would be if the council adjusted the cover to reflect the amounts that were actually required. It was noted that the council would need to ensure that the level of cover under the 'other surfaces' heading was increased. To date, officers have not received a reply on this query, despite chasing the insurers again earlier in the day. Members agreed that if officers received a reply from the insurers on this before the renewal date, the level of cover should be adjusted as necessary.

The Clerk advised that cyber insurance was a separate policy obtained by Gallagher, the insurance broker. She explained that officers had gone through the statement of facts provided and had sent a few queries to the insurance brokers. It was highlighted in this document that it requires users to have a business grade firewall. The Clerk explained that the office did have a business grade firewall when officers were in the building; however, this wouldn't be the case if officers worked from home, as they would be using their own domestic firewall. Similarly, this was the same for councillors when undertaking council work at home. Officers had not received a response back from the insurance brokers on this query. Members were happy with the level of cover for cyber security but acknowledged that if the insurers rejected the council's response, the council may not be able to get cover for this element as they would be unable to provide a business firewall to all councillors and staff at home.

Resolved 1: The council accept the level of cover in place as per the insurance policy schedule for parish insurance, but if officers receive a response from the insurers on the queries raised above, the level of cover should be adjusted as necessary.

Resolved 2: The council accept the level of cover in place for cyber security as per the schedule, pending that the insurers confirm that the council will still be covered under this policy without councillors and staff being required to have business grade firewalls at home.

b) To consider quotation received for Insurance Cover and appoint provider (in year two of three-year long-term agreement)

Members reviewed the quotation received from Zurich for the parish insurance of £4,535.87. It was noted that this would be for the second year of a three-year long-term agreement with the insurer. For the cyber insurance, a separate quotation of £367.36 has been received from the insurance brokers, Gallagher, under a separate policy from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks. It was noted that, as per discussions under the above agenda item, officers had raised a few queries with the insurance companies for both covers. This means that, in particular, the quotation that members are reviewing at this meeting for parish insurance may change slightly upon payment depending on whether officers are able to make the necessary adjustments required.

Resolved 1: The council approve the quotation of £4,535.87 from Zurich Municipal for the council's parish insurance, pending any adjustments made that might result in the insurance premium for this cover changing slightly as discussed above.

Resolved 2: The council approve the quotation of £367.36 from Galligher on behalf of Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for cyber insurance cover, pending confirmation from the insurers that the council meets the criteria for this cover.

Due to some technical issues at the meeting with accessing the agenda pack on his computer, Councillor Doel was receiving technical assistance during the meeting, and therefore did not vote on any of the items discussed above.

c) To agree amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2024 to 31st May 2025.

The Clerk advised that, as per the terms of the Berryfield Village Hall lease, the parish council would insure the building and charge back the cost to the Village Hall Trust. The officers had contacted the insurers to obtain a breakdown of the insurance costs for this element of the insurance, and they have confirmed that the cost to insure the village hall building is £394.36.

Resolved: The council invoice Berryfield Village Hall Trust £394.36 for the building insurance.

d) To authorise payment for Insurance Cover commencing 1st June 2024 (under delegated powers)

As per Min.17/24d of the Annual Council meeting held on Monday 14th May 2024, the Finance Committee has delegated powers to approve and pay for insurance cover, as this must be paid in time for the cover to start by 1st June 2024. Members agreed

that, pending queries being resolved as discussed above, the payment for the insurance cover for both parish and cyber should be authorised.

Resolved 1: The council pay Zurich Municipal (Zurich Town & Parish, Insurer Trust Account) £4,535.87 for parish insurance cover for the period 1st June 2024- 31st May 2025, pending any adjustments made that might result in the insurance premium for this cover changing slightly as discussed above.

Resolved 2: The council pay Arthur J Gallagher £367.36 for cyber insurance cover from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for the period 1st June 2024- 31st May 2025, pending confirmation from the insurers that the council meets the criteria for this cover.

27/24

To review Finance Regulations (issued May 2024):

The Clerk expressed frustration that the new model Financial Regulations were only published for councils in early May, when they were promised to be released in January 2024. As all councils review their financial regulations annually in May, some have not had enough time to review the new regulations and, therefore, have had to review the old ones and then the new ones at another meeting. Members felt that this was not good enough from the national bodies and agreed that this issue should be raised with NALC (National Association of Local Councils).

The Clerk advised that officers had compared the old financial regulations with the new model version and had made any amendments in tracked changes. It was noted that the new model was a template produced by NALC for all councils to tailor based on how it operates in practice, so there may be clauses in this document that are not applicable to this council. The Clerk explained that all clauses in bold are unable to be changed as they indicate a legal requirement; however, items in brackets were able to be amended to suit the council's structure. It was explained that where there was a numerical difference between the two versions, officers had changed the figure to reflect what it was in the old financial regulations, but members may wish to consider increasing these figures when looking through the document due to inflation. Additionally, there are some clauses that are specific to this parish council that have been added to the new regulations to reflect the council's practices.

Members reviewed the new financial regulations and made the following amendments:

Regulation 4.3: The Clerk explained that this regulation detailed that a draft budget should be prepared with a forecast for the following three financial years, which isn't something that the council currently does. She advised that she always understood that the three-year forecast was for last year, the current year, and next year and felt that the council did not have visibility to do a forecast for the next three years. In addition, the parish elections are due to be held next year, so it wouldn't be appropriate for the current council to forecast the following three years as there may not be the same councillors in post.

Members agreed that the three-year forecast should be taken out of this regulation for the reasons discussed above.

Regulation 4.4: Under this regulation, officers highlighted that a clause around unspent funds at year end for partially completed projects had been included and queried whether members wished to keep this in. The Clerk explained that as this clause was in brackets, it could be removed from the regulations if members did not feel that it was required. Members did not feel that funds necessarily needed to be put into an earmarked reserve as an accrual could be made at year end if required.

It was felt that the clause should be amended to state the following: ***'Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.'*** This would mean that unspent funds for partially completed projects could then be considered at the time by the council in line with accounting rules.

Regulation 5.6: The Clerk highlighted that under this regulation, it is being suggested that for contracts estimated to exceed £60,000, including VAT, the Clerk shall seek formal tenders. She felt that this seemed to be high for tenders, bearing in mind that the threshold in the last financial year was £30,000 including VAT, so this was a big jump from the previous threshold. After a discussion, members felt that the figure for which the council should seek formal tenders should be £40,000, excluding VAT.

Regulation 5.15: It was noted that this regulation related to individual purchases within an agreed budget. The Clerk explained that a new clause had been included in the new version of the financial regulation, which gives the Clerk delegated authority for any items below £500 excluding VAT. Although this was not in the previous regulations, the Clerk explained that she purchased items such as office consumables from Amazon on the multi-pay card, for example, and felt this needed to stay in as this is something the council currently does. Members agreed that this clause should remain in the new regulations as it reflects current practice.

The Clerk explained that, as per the previous financial regulations, she has delegated powers in accordance with the Chair of Council or Chair of the Asset Committee for additional works at the Bowerhill Sports Field to mitigate adverse playing conditions to a cumulative value of £1,000 in any year. This is specific to this parish council and, therefore, has been added to the new model.

The Clerk highlighted that this regulation also included a clause that stated that the council had to authorise any expenditure over £5,000. She advised that all expenditures are approved by the Full Council prior to payment, as this is either a purchase made under delegated powers, a contract that has had prior approval, or a quote that would be approved by the council. For example, the parish grass cutting contract has already been approved by the council, so the monthly payment to this contractor has already been agreed. Similarly, for one off items, quotes would be obtained and approved prior to the purchase of any goods. Members felt that this clause still needed to be kept in the regulations, as there have been some extenuating circumstances where the Clerk has had to seek authorisation from councillors via email to spend over this amount, which couldn't wait until a meeting of the council to approve. This was then reported and included in the minutes at the next Full Council meeting. It was noted that the figure of £5,000 did not specify whether it included or excluded VAT. Members felt that this should be added to the regulations so that everyone was clear and agreed that this value should exclude VAT.

The Clerk advised that the rules state that if an authorisation other than one made at a council meeting is made, an authorisation slip should be signed by the Clerk and the appropriate Chairman if necessary. She explained that she had added email correspondence to this clause as technology had now moved on and this was a method that the council used for authorisation. Members agreed with this amendment.

Regulation 5.16: It was noted that this regulation related to individual members not being able to issue an official order on behalf of the council. The Clerk highlighted that there was a clause in brackets that could be included in the council's regulations that allowed members to order items as long as they had been instructed to do so in advance by resolution of the council. Officers had taken this clause out as it was to cover councils that had one member of staff. This wasn't the case for this council, as if the Clerk was off work, another officer could cover her. Members agreed that this should be taken out as it didn't apply to the parish council.

Regulation 5.18: The Clerk advised that this regulation had been amended to match the previous model. The council had previously agreed that the Clerk may authorise expenditure of up to £2,000 excluding VAT on behalf of the council in cases where she felt that there was a health and safety risk to councillors, staff, or residents. Members agreed that this should remain in the regulations, as there have been situations where this has been required.

Regulation 5.20: The Clerk queried with members whether the figure for issuing an official order for work, goods, and services should be increased to enable some lower value services to be instructed by email rather than issuing a purchase order. Members agreed that an official order should be issued for any items above £500, excluding VAT.

Regulation 6.1: It was noted that officers had amended this regulation to match what had been included in the previous financial regulations. The Clerk highlighted that the council had agreed that if a member of staff or councillor of the Finance Committee left the council, they would be removed from the bank mandate immediately. She drew members attention to the fact that in an election year, some councils have been caught out with this as none of their bank signatories have been re-elected. In order for a new signatory to be added to the council bank accounts, two existing signatories are required to approve them. She advised that this needed to be thought about as neither the Finance Officer nor herself were bank signatories. She suggested that there may need to be a caveat included under this regulation that details what happens under these circumstances.

It was agreed that a clause should be added to state as follows: ***In the event that all bank signatories are no longer part of the council, for example, following an election or resignation of the whole Finance Committee, to alleviate the risk to council continuity, arrangements are to be made with the existing bank authorisers to remain in place until bank arrangements can be made with the new bank signatory councillors.***

Regulation 6.9: It was noted that this regulation relates to the Clerk's delegated authority to authorise payments under certain circumstances. The Clerk drew members attention to the clause relating to any payments within an agreed budget up

to a certain amount, which in the previous financial regulations had been set at £100. It was noted that this model suggested £500; however, officers have amended the figure to reflect the previous model. The Clerk queried whether this figure should be increased, as she sometimes purchases items on the council's multi pay card above this value. It was suggested that this figure should be set at the same amount as the card limit as per the multi pay card policy, as this was the only way that the Clerk would make a payment under her delegated authority. It was noted that it would need to specify in these regulations that the figure stated includes VAT as the limit on the card is for the total payment on the card, which includes VAT. The Clerk agreed to consult with the multi pay card policy and amend the figure as set in the policy so both the financial regulations and policy matched.

Regulation 6.10: The Clerk explained that the council had previously authorised payments at the Full Council meeting and then signed off on the cheques. This became difficult, especially for direct debits, as the amount on the authorised list of payments may have been different from the amount that actually came out of the bank account that month. The internal auditor had previously advised that the council approves a list of regular payments on an annual basis, and any other items are approved by council resolution, so in effect all payments have already been approved. This means that the monthly payment list does not need to be authorised before the payment is made, and instead the list of monthly accounts is attached to the minutes of the next Full Council meeting following that month's end. This was detailed in the previous financial regulations, and members agreed that this reflected what the council currently does and should be included in the new model.

Regulation 7.1: This has been amended to reflect the fact that both the Clerk and Finance Officer had their own separate log on details only known to them for the council's bank accounts, to ensure that there is a robust audit trail of who has set up a payment. Both the Clerk and Finance Officer only have access to view and set up payments, not authorise payments, so this has been detailed under this regulation.

Regulation 7.5 (removed): It was noted that this regulation stated, *'In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.'* The Clerk explained that she didn't feel that this regulation applied to the parish council as this was suited to smaller councils, which may only have one member of staff set up on their bank accounts. She advised that both the Finance Officer and herself were set up on the council's accounts to set up payments and view the account only, so there would always be cover if one of these members of staff were off work for a prolonged amount of time. It was noted that the service administrator was both the Clerk and Finance Officer as they both have access to set up payments for authorisation. Members agreed that this regulation should be taken out as it did not apply to the parish council for the reasons discussed above.

Regulation 7.11: It was highlighted that this regulation stated that data held should be checked with suppliers every two years, which isn't something the council currently does. The Clerk explained that, although the council doesn't do this, they do check bank details of new suppliers or if officers have received notification that a supplier's banking details have changed. Members did not feel that officers needed to check with suppliers every two years but should check in the instance of a change in circumstances with a supplier.

Regulation 7.13: The Clerk explained that the council's passwords are on a password protected list held on the shared drive; however, officers were currently looking for a password management system that would be encrypted for officers to use. Members felt that a clause needed to be added to state that a password management system can be used to cover this regulation.

Regulation 8.4: Members felt that if signatures for cheques are obtained away from council meetings, they should be reported to the council by email and reported at the next convenient meeting; therefore, this should be added to the regulations.

Regulation 9.4: The Clerk advised that in certain circumstances, officers have used their own personal credit or debit cards to purchase items on behalf of the parish council. This is in times where the multi pay card is unavailable or if the items that need to be purchased exceed the value of the card limit. The Clerk advised that this regulation does permit officers to use their personal cards; however, a limit does need to be specified. It was felt that the limit should be set at £1,500, which was in line with what is detailed in the multi pay card policy for the council card.

Regulation 15.4: The Clerk explained that the only stocks and stores that the council has are the Caretaker items, which are minimal. She advised that the regulations state that the Clerk should be checking these items annually; however, this is not something that she undertakes currently. Members agreed that this should be changed from annually to periodically.

Regulation 16.4: Members felt that the figure under this regulation for the disposal of tangible assets should be amended to £500.

Members noted that the council don't normally delegate spending to committees (apart from the insurance); however, they felt that where it details a 'duly delegated committee' in the financial regulations, this should remain in place to future proof the council in the instance where the council changes its structure in the future.

All significant amendments to the new model regulations have been detailed above; however, there were some minor amendments made that were factual changes that have not been listed but were included in the tracked changed version that members of the committee reviewed and agreed to.

Recommendation 1: The Clerk to contact NALC (National Association of Local Councils) to express the parish council's frustration at the fact that the new model Financial Regulations were only published in early May, when they were promised to be released much earlier to give councils more time to consider them.

Recommendation 2: The council approve the new model Financial Regulations based on the amendments made above.

28/24 To note JPAG (Joint Panel on Accountability and Governance) Practitioners' Guide) March 23 for the year ending 31st March 23 and the review of the March 24 guide for the year ending 31st March 25:

Members noted the JPAG (Joint Panel on Accountability and Governance) document. It was noted that this document provided the criteria that needed to be met in order for the council to be able to answer 'yes' under section 1 of the Annual Governance Statement. Officers had annotated this document with comments demonstrating how the council met each statement.

The Clerk advised that officers had contacted NALC on a query they had relating to staff costs in box 4 of the accounting statement, as this document detailed two clauses that appeared to be contradictory to each other. The internal auditor had queried with officers whether the travel allowance provided to one employee should be included in box 4 rather than box 6. When officers consulted with the JPAG document, they discovered that under point 2.15 (page 18), it explains that *mileage and other travel and subsistence allowances are not staff costs and should not be included in box 4*. However, under point 5.158 (page 51), it states that *'The amount in line 4 should comprise gross salary, employer's National Insurance, employer's pension contributions and **any taxable allowances processed through the payroll**'*. The Clerk explained that the travel allowance was processed through HMRC and was, therefore, a taxable allowance; however, point 2.15 appeared to contradict this. To date, officers have not heard back from NALC on this matter. It was noted that for the annual accounting statement that members would be looking at this evening, officers had amended the figures to include the travel allowance under Box 4, as it was a taxable allowance.

29/24 To note asset register and formally approve Asset value as of 31st March 2024 as part of year end accounting procedure

The Clerk explained that this item was to approve the asset value for the year end accounts and not to review the asset register line by line, which would be undertaken by the Asset Management Committee at their meeting in June. She advised that the full register had been included as part of the agenda packs so that members had some context around how the asset figure was determined, rather than just being shown a figure. It was noted that as at the 31st March 2023 the asset figure stood at £1,150,955. In the 2023/24 financial year, the council disposed of £3,092 worth of assets and added £14,650 worth of assets to the register. This leaves the figure standing at £1,162,513 as at 31st March 2024.

Recommendation: The Council approve the Asset Value of £1,162,513 for the financial year ending 31st March, 2024.

30/24 Statement of Accounts & Accompanying Report 2023/24

a) To note Finance Committee minutes 8th January 2024 (Budget setting) annotated with actual figures for 2023/24

The Clerk explained that she had annotated the minutes to show the actual year-end figures against what the council anticipated at budget setting. She advised that

these figures would correlate with the figures detailed in the year end accounting documents, which members were reviewing this evening.

Members noted the minutes.

b) To review draft Statement of Accounts and Accompanying Report for 2023/24 and note general fund figure.

Members reviewed the draft statement of accounts and reports. The Clerk wished to draw members attention to the general fund figure, which stood at £58,537. It was noted that on the balance sheet of the finance system, the general fund is listed as the general reserve. This is different from the general contingency reserve that the council holds, which can be drawn down from when required. The Clerk explained that the general fund was the amount left over at year end after all of the year-end adjustments had been accounted for. She explained that the reason she was highlighting this to members was because the council has a policy that the general fund should stand at 1 months' worth of running costs at year end.

The Clerk explained that she had provided members with a detailed income and expenditure report that showed all of the adjustments made at year-end closedown (accruals, debtors, virements, and movements to and from reserves). She advised that this report would show members that the figures correlated with the figures shown in the year-end accounts.

The Clerk explained that as part of the year end documentation, the officers produce a written statement, which will be published along with the financial reports.

The committee confirmed that they were happy with the figures detailed in the statement of accounts.

c) To note the Bank Reconciliation as at 31st March 2024

Members reviewed the bank reconciliations for all of the council's accounts as at 31st March 2024 and confirmed that all bank reconciliations agreed with the bank statements. It was noted that the bank reconciliation would need to be submitted as part of the documents sent to the external auditor.

The balance of each bank reconciliation for each of the council's bank accounts as at 31st March 2024 was as follows:

Lloyd's Current Account	£ 43,276.05
Unity Trust Bank Current Account	£ 52,319.11
Unity Trust Bank Instant Access Account	£408,834.76
Fixed Term Deposit (Lloyds)	£ 0.00
Total	£504,429.92

Recommendation: The Council accept the bank reconciliation as at 31st March 2024 as a true record with a closing balance of £504,429.92.

d) To review and approve Reserves breakdown as at 31st March 2024

The Clerk explained that officers had reviewed the list of reserves as at 31st March 2024, and had split the reserves between committed, contingency, short-term, medium-term, and ringfenced. The Clerk explained that reserves were always something that auditors looked at to ensure that councils had a clear plan for what they were being used for, rather than just holding them for no specific reason.

The Clerk reminded members that ringfenced reserves were those funds that could only be spent on a particular project and were unable to be moved across to be used on something else, such as the Shurnhold Fields reserve. The Clerk explained that any budgeted spending from reserves for 2024/25 had been put into the committed column. The Clerk highlighted that, although it looks like the council has high reserves, the breakdown clearly shows that the council has a plan about how they will be used.

The reserve breakdown is as follows:

ACTUAL AS AT 31 MARCH 2024	COUNCIL RESERVES	COMMITTED 2024/25 (Refer to "spending from reserves")	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield	£0.00	£4,400.00			
£4,400.00	Shaw Hall	£0.00	£4,400.00			
£40,462.97	B'hillsSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£2,000.00	£8,462.97	£20,000.00	£10,000.00	
£15,464.17	B'hillsSports Field & Pavilion maintenance	£2,000.00	£13,464.17			
£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£20,000.00	£20,000.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				
£6,000.00	Recreation & Sports Facility Enhancement		£6,000.00			
£10,850.00	Defibrillator replacement		£850.00	£10,000.00		
£4,000.00	General Highway &		£4,000.00			

	Footpath / Lighting					
£2,006.21	Legal fees		£2,006.21			
£8,375.67	Community Projects/Match Funding		£8,375.67			
£13,233.00	Elections		£13,233.00			
£463.34	Contingency - staffing		£463.34			
£24,376.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE	£6,000.00	£8,376.00	£10,000.00		
£20,987.68	General Contingency	£20,987.68				
£59,335.27	CIL (Community Infrastructure Levy) ringfenced funding	£32,800.00		£26,535.27		£59,335.27
£30,529.46	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED	£20,200.00		£10,329.46		£30,529.46
£46,796.39	Sandridge Solar Farm Community Funding	£46,796.39				£46,796.36
£76,101.50	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£10,400.00	£3,000.00	£32,000.00	£30,701.50	£76,101.50
£8,021.00	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,861.00		£160.00		£8,021.00
£425,802.66		£179,045.07	£97,031.36	£109,024.73	£40,701.50	£220,783.59
				£425,802.66		

Recommendation: The Council approve the reserve breakdown as per above.

e) To review and approve receipts and spend of CIL (Community Infrastructure Levy) for 2023/24

Members reviewed the CIL receipts for 2023/24. It was noted that the parish council had to report to Wiltshire Council what CIL had been spent on during the year. Councillor Glover queried whether Wiltshire Council has to inform the parish council what they have spent the CIL that they have received from developments in the parish on. The Clerk advised that Wiltshire Council listed what their priorities were; however, she wasn't sure that they had to specifically say what they had spent it on. The Clerk explained that the reason why the parish council has to inform Wiltshire Council of what CIL receipts have been spent on is because the council has a legal duty to provide evidence of what it has been spent on. Members felt that Wiltshire Council should be contacted and asked what they have spent the CIL received for developments in the Melksham area on. This information should be provided within 28 days of the request.

It was noted that CIL monies had to be spent within 5 years of receipt, and it was queried whether the parish council had internal documents that could identify that the oldest CIL receipt had been spent first. The Clerk advised that the council had a spreadsheet that showed when each receipt had been received, so in effect, each time any CIL is spent, it will be from the oldest receipt. She went on to explain that, in some circumstances, Wiltshire Council gives longer for CIL monies to be spent. This was the case with the Berryfield Village Hall project, as the council could clearly show what the CIL money was going to be used for.

It was noted that the parish council had previously transferred over c£315k of CIL to Melksham Town Council for the east of Melksham Community Centre following the boundary review, which meant that this area was transferred into the parish of the town. Members were reminded that the parish council put a legal tie on the CIL transferred to the town council, which stated that it should be used for the provision of an East of Melksham Community Centre. Councillor Wood queried what the current situation was with this project, as it was acknowledged that the legal agreement that accompanied the transfer of the CIL was for three years. The Clerk advised that she had met with the Locum Clerk earlier in the day and reminded her that they were now 18 months into a three-year legal agreement with the parish council, and the council expected an update on the project. Members were concerned that there didn't appear to be much progress on this project, bearing in mind the fact that CIL had to be spent within 5 years of receipt. The Clerk advised that, as per the legal agreement, the town council must come back to the parish council if they are unable to spend it within the three-year legal term or wish to spend it on something else other than a community centre. It was noted that the legal agreement stated that if the CIL had to be paid back to the parish council, it must include any interest that had been accrued. The Clerk confirmed that she had reminded the town council about this clause in the agreement. It was acknowledged that in the event that the town council transfers the CIL back to the parish council, the CIL timescale limit would still be applied, so this needed to be carefully considered. After a discussion, members felt that they needed an answer quite quickly from the town council on this project. As the parish council was currently waiting for an answer from the town council, members felt that this should be placed on the agenda in two months' time for members to consider, regardless of whether a response has been received by the town council.

It was noted that due to Melksham having an adopted joint Neighbourhood Plan, the parish and town council receives an additional 10% of CIL on any CIL receipts Wiltshire Council receives after the Neighbourhood Plan adoption date of 8th July 2021. This means that the amount of CIL payable to the parish council on any new developments after the plan adoption date is 25%. As the Melksham Neighbourhood Plan is a joint project between both the town and parish council, it has been agreed that the additional 10% of CIL received on developments will go into a sharing pot for joint projects mutually agreed upon by both councils. For the parish council, this is shown in a separate earmarked reserve.

For the 2023/24 financial year, the additional 10% of CIL applied to all developments the council received CIL monies for, and the breakdown is as follows:

Development	MWPC share	10% sharing pot
1 Eden Grove	£ 720.47	£ 480.31
Buckley Gardens	£49,396.30	£32,930.87
63 Shaw Hill	£ 900.00	£ 600.00
Total	£51,016.77	£34,011.18

For clarity, this means that in the 2023/24 financial year £34,011.18 was transferred into the CIL 10% sharing reserve.

Recommendation 1: The parish council report the following CIL income and expenditure for 2023/24:

CIL income received in 2023/24

Land adjacent 1 Eden Grove (PL/2023/00625)	£ 1,200.78
Buckley Gardens (PL/2022/02749)	£82,327.17
63 Shaw Hill (19/00221/FUL)	<u>£ 1,500.00</u>
Total	£85,027.95

CIL spent in 2023/24

LHFIG Contributions	£ 4,460.36
Replacing Wiltshire Council bins	£ 358.81
Drinking water fountain installation	<u>£ 875.00</u>
Total spend from CIL	£ 5,694.17

Transfers to Earmarked Reserve:

10% CIL Sharing pot with Melksham Town Council	£34,011.17
Berryfield Village Hall	<u>£12,558.69</u>
	£46,569.86

CIL Reserve as at 1st April 2023

CIL Reserve as at 1 st April 2023	£26,571.36
CIL income received in 2023/24	£85,027.95 (25% CIL)
CIL spent in 2023/24	- £ 5,694.17
CIL transferred to Earmarked Reserves	- <u>£46,569.86</u>
CIL Reserve as at 31st March 2024	£59,335.27

Recommendation 2: The Clerk to contact Wiltshire Council and ask them to provide information on what they have spent the CIL they have received for the

Melksham area on. The council requests that the information be received within 28 days of the request.

Recommendation 3: The Clerk to place the CIL that was transferred over to the town council for the East of Melksham Community Centre on an agenda in two months' time for consideration of next steps.

f) To review and approve spend of Sandridge Solar Farm funding for 2023/24

Members reviewed the spend of the Sandridge Solar Farm Funding for 2023/24, which also had to be reported back to the solar farm owners on an annual basis.

Recommendation: The parish council report the following Sandridge Solar Farm income and expenditure for the 2023/24 financial year.

The Sandridge solar farm funding received in 2023/24 was a one-off payment of £17,547.41.

This fund was spent on the following in 2023/24:

Tree inspections and work	£1,786.00
Repairs and maintenance	£1,089.00
Weedspraying	£3,438.00
Street Furniture	<u>£ 879.63</u>
TOTAL SPEND IN 2023/24	£7,192.63

g) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2024

Recommendation: The Council approve the Statement of Accounts and 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

The Clerk reported that, as part of the council's year end processes, officers produce the transparency compliance report. She advised that the internal auditor mentioned that there was no legal requirement for the council to produce this report. When the Clerk had looked at the government guidance on the transparency code, it appeared to suggest that this was a requirement. She had queried this again with the internal auditor, and he clarified that the transparency code was not a law. The only thing that would make it law is a statutory instrument, and none of them that were relevant to this code were applicable to this parish council. The Clerk explained that although this document was not law, it was still best practice to do so. It was noted that some items that were listed in the transparency code document were also listed in the statement of accounts and supporting statement report, which officers also produced as part of the year end procedure. She suggested to members that for future financial years, rather than having two separate reports that duplicated some items, the council could produce one report to cover all items. Members agreed that this would be a sensible way forward.

The internal auditor had advised that the Model Publication Scheme for Parish Councils, issued by the ICO (Information Commissioner's Office) under the provisions of the Freedom of Information Act, was a legal requirement and must be followed by all councils. This was a document that was going to be reviewed under agenda item 11j.

Recommendation: For future financial years, the council merge the statement of accounts and supporting statement document with the transparency code report so that all information is provided in one report.

i) To recommend for approval Local Government Transparency Code Compliance Report for 2023/24.

Recommendation: The Council approve the Local Governance Transparency Code Compliance Report for 2023/24.

j) To review and approve the ICO (Information Commissioner's Office) Model Publication Scheme (as per standing orders 11, 20 and 21) and schedule of charges.

The Clerk explained that the Model Publication Scheme issued by the ICO is the model that must be used by the council. The column detailing what information must be published cannot be changed, but the council must provide details of how this information can be obtained. The Clerk had done this and provided this document as part of the agenda pack for members to review. She explained that the council didn't currently list the grants that are given out at the annual parish meeting in the booklet that is produced but had added this in to do from 2025 onwards as it was more transparent. Councillor Glover highlighted that the annual parish booklet was a review of the previous financial year, so it was felt that the booklet needed to list the previous year's grant awards as well as the forthcoming years.

The Clerk drew members attention to the fact that the council does not currently have a CCTV policy on usage, which needed to be looked at by the IT Working Party. It was noted that decisions on its uses are detailed in the minutes of meetings when they are considered.

The Clerk explained that the council does not currently publish a disclosure log indicating the information provided in response to a freedom of information request, which would be done moving forward.

It was noted that the council did not currently have a section on its website listing all of the council's play areas, which was something that would be done in due course.

Under the register of gifts and hospitality, the council does not currently have a disclosable limit set, which should also be published on the website. The Clerk advised that Wiltshire Councillors have to register gifts or hospitality received with an estimated value of over £50. The government has the same policy on individual gifts and also states that gifts should not be accepted if the cumulative value from any one organisation or individual exceeds £200 in any 12-month period. Members

felt that the council should implement the same policy as the government and Wiltshire Council.

Recommendation:

1. The council approve the ICO Model Publication Scheme and schedule of charges, including the amendments as discussed above.
2. The council set their gifts and hospitality disclosable limit for both members and staff, at the same limit as Wiltshire Council and the Government.

31/24 Audit:

a) To note no action to be taken as result of External Audit report for 2022/23

Members noted that there had been no recommendations for actions to be taken from the External Auditors for 2022/23.

b) To review Internal Auditor's reports for 2023/24

The committee reviewed the internal audit report for 2023/24. It was noted that the internal auditor undertook two visits during the year, one in December 23 and the other in April 24. The Clerk advised that most observations that had been identified at the interim audit had been actioned, bar the Shaw Village Hall land registration, which was still an action that officers needed to do. There were no observations made at the year-end audit.

c) Internal Control:

i. To note the current internal control policy

Members noted the internal control policy. The Clerk explained that members needed to look at this prior to considering the council's effectiveness of internal control. She highlighted that the effectiveness of internal control was more than a councillor coming in to undertake some spot checks, and this policy detailed what internal measures were in place.

ii. To consider effectiveness of internal control (note feedback from Internal Control councillor visit at Full Council 17th June 24)

The Clerk explained that the council had to be satisfied that it had effective internal controls. Councillor Franks was due to attend the office later on in the week to undertake some spot checks on the council's income received during the financial year.

Recommendation: The Council have reviewed their Internal Control measures and consider them effective.

d) To note guidance from External Auditors

Noted.

- 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.**

The Clerk advised members that the Full Council as the corporate body would need to answer these questions at the meeting on Monday 17th June. Councillor Glover would need to read each statement out at the Full Council meeting so that each councillor understood what they were answering. It was noted that this process would be made easier if the Finance Committee confirmed that they had checked all of the guidance and evidence and made a recommendation to Full Council. The Clerk advised that the JPAG document that members reviewed earlier on at the meeting provided details of how the council met each statement in order for the council to be able to answer 'yes'.

Recommendation: The questions in Section 1 of the Annual Governance Statement 2023/24 to be answered "yes" by the Full Council on 17th June, 2024.

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

The Clerk explained that Section 2 of the Annual Governance & Accountability Return was the accounting statement, which herself as the RFO (Responsible Financial Officer) would need to sign before it was presented to the Full Council for approval at their meeting on 17th June. She advised that all of the figures that members had reviewed during the process of the meeting fed into the accounting statement. It was explained that anything that had a variance of 15% more or less than last year's figures required an explanation to be submitted to the External Auditors. The officers had compiled an explanation of all the variances, which was circulated to members prior to the meeting.

Box 3 (other receipts) was lower in this year than the previous financial year, which was mostly due to the fact that the council received the second part of the s106 funding for Berryfield Village Hall (£425,998) in the 2022/23 year.

Box 5 (loan interest & capital repayments) & 10 (total borrowings), which were associated with the public works loan, required an explanation. Box 5 was showing a large increase in repayments compared to the previous financial year, which was due to the fact that the council paid back the public works loan in full in January 2024. The loan was paid back three years early due to the council having receipt of some CIL funding that was earmarked to be used towards the Berryfield Village Hall project. It is always difficult to determine when a CIL receipt will be received, which is why the parish council took out a public works loan for the project to ease the cash flow and enable the hall to be built in a timely manner. Upon paying the loan back early, the parish council received a discount of £11,782 on the capital amount. As a consequence, box 10 was showing a large decrease from the previous financial year as there was no outstanding capital balance on the loan as at 31st March 2024.

Box 6 (all other payments) was much lower this year than the 2022/23 year. This was because the majority of costs associated with the Berryfield Village Hall construction were incurred in the 2022/23 financial year. In the 2023/24 year, the

only costs associated with this project were the retention that was held back at the time of handover, but following the one-year defect period, this was paid. There were also final architect and project manager fees, as well as the final amount due for the demolition of the old village hall. Additionally, in the 2022/23 financial year, the parish council transferred c£315k of CIL to Melksham Town Council from the Hunters Wood/ The Acorns Development, which moved into the parish of the town following the boundary review.

The Clerk explained that as part of the year end documentation that has to be submitted to the External Auditor each year, they undertake a spot check on a specific area. For the 2023/24 year, the parish council needs to provide confirmation of their general power of competence status. As the parish council has the general power of competence, supporting documentation is required to be sent, such as the minutes of adoption and evidence that at least two thirds of the council were elected at the date of adoption. It is also a requirement that the Clerk hold a CILCA qualification in order for the council to be eligible. The Clerk confirmed that the council had all of these documents, which would be submitted with the annual return.

Due to the fact that the council's accounts are in income and expenditure, boxes 7 and 8 are different from each other, so the council has to provide a reconciliation between these two boxes. The reason for the difference is because of adjustments undertaken at year end such as debtors, creditors, accruals, etc.

Recommendation: The figures in Section 2 of the Annual Governance & Accountability Statement and accompanying documents be approved by the Full Council on 17th June, 2024.

g) To note key dates for Exercise of Public Rights

It was noted that the public had a right to view the published accounts. The dates set for the period for the exercise of public rights commence on Monday 24th June 2024 and end on Friday 2nd August 2024.

32/24

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

The Clerk explained that the council had previously agreed to provide the facility for anyone paying any income to the parish council to do so by card. Since this has been agreed upon, officers haven't gotten any further with this action. It was noted that when the council made the decision to take card payments, the office was located at the Bowerhill Sports Pavilion, meaning that officers would have to make a special journey into town and pay for parking to deposit cash or cheques. Now that the council offices are located in the town, officers are close to the post office, so they are able to deposit any cash or cheque payments made. It was noted that most payments to the council were made online, with only minimal cheque and cash payments, and the council has never had anyone in recent years ask to make payments by card. The Clerk queried with members whether they wished to reconsider accepting card payments now that the council's circumstances have changed. It was noted that if the council provided this facility there would be transaction charges that the council would have to pay for each

payment made. Members agreed that now that the offices are located in the town, there is no requirement to provide a card payment option.

Recommendation: The council do not provide the option of a payment card method for council income now there is no requirement for it.

33/24 To note information received to date on new procurement act due to go live in October 2024.

Members noted the information received to date; however, they could not currently identify how this affected the parish council or whether any training would be required. Members felt that more information needed to be obtained about how the new procurement act applied to the parish council.

Recommendation: Officers to obtain information on how the new procurement act applies to the parish council and bring back to a future meeting for consideration.

34/24 To note Chairman's Allowance for 2023/24 and consider Chairman's Allowance for 2024/25.

Members noted the Chairman's allowance paid for 2023/24. The Clerk advised that the council had to have regard for what the parish remuneration panel (Wiltshire Council) paid their members. For the 2024/25 financial year, this hasn't been set. Members agreed to defer this item until Wiltshire Council had set their members' allowances.

Recommendation: The Council defer the Chair's allowance and bring back to a future meeting once Wiltshire Council had set their member's allowance.

35/24 To review Council's and Staff subscriptions for 2024/25

Members reviewed the list of council and staff subscriptions for 2024/25. It was noted that for 2024/25 the council had budgeted £1,935 for subscriptions. Members noted that in the last financial year, the council was not invoiced for Fields in Trust or TransWilts; however, they felt that these organisations should remain on the list. It was explained over the past few years that the parish council had paid for a subscription from the Village Hall Association; however, it appears that this organisation keeps assigning the payment to one of the village halls that the council owns. Additionally, for this financial year, they appear to want the council to pay two subscriptions to cover both Shaw and Berryfield Village Hall. It was noted that the Berryfield Village Hall Trust paid for their own subscription. Members agreed that if officers could sort out the membership with the Village Hall Association to be in the name of the parish council, the subscription should be paid.

Recommendation: The council and staff subscriptions for 2024/25 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,170.73
SLCC (ILCM included)	£403.00
LCR	£45.00
Open Spaces	£50.00
CPRE	£36.00
Community First	£50.00
Fields In Trust	£50.00
Wilts & Berks Canal Trust	£30.00
Clerks & Councils Direct	£15.50
TransWilts-	£20.00
Wiltshire Village Hall Association- Pending confirmation that the council can have the subscription in their own name.	£50.00
National Allotment Society	£56.00
TOTAL	£1,976.23

36/24 To review and approve list of regular payments for authorisation for 2024/25

As per the financial regulations, the council must review and approve the list of regular payments each year. Member confirmed that they were happy with the list of regular payments presented to them.

Recommendation: The council to approve the list of regular payments.

Recipient:	Bank Acc.	Detail:	Frequency	Amount
Wiltshire Pension Fund	Unity Trust Bank (C/Book 2)		Monthly	
HMRC	Unity Trust Bank (C/Book 2)		Monthly	
Staff Salaries	Unity Trust Bank (C/Book 2)		Monthly	
Aquasafe Environmental	Unity Trust Bank (C/Book 2)	Legionella testing	Monthly	£125.00
JH Jones	Unity Trust Bank (C/Book 2)	Grass Cutting/Bin emptying (contract) - The council agreed to a 1-year contract with JH Jones for the 2024/25 financial year. Deployment of Speed Indicator Device (SID) every two weeks.	Monthly	£1,980.47

		Any other ad-hoc works such as bench/bin/ noticeboard installation		
Jens Cleaning	Unity Trust Bank (C/Book 2)	Office/Pavilion cleaning	Every 2 Months	£84- Cleaning all 4 changing rooms
Agilico (Formally Condor)	Unity Trust Bank (C/Book 2)	Photocopying usage- New photocopier purchased in 2023/24 with a reduction in printing costs.	Monthly	Around £60
Radcliffe Fire protection	Unity Trust Bank (C/Book 2)	Fire Alarm/Emergency light test, Annual fire extinguisher service & PAT testing for office and pavilion	6 Monthly Annual fire equipment service Annual PAT testing	£90.00 £47.00 £90.00
Tollgate Security	Unity Trust Bank (C/Book 2)	Alarm Maintenance	6 Monthly alarm service	£630 annual fee for maintenance and monitoring of the alarm
ROSPA (Play Safety)	Unity Trust Bank (C/Book 2)	Play Area inspection	Annually	£860
Rialtas	Unity Trust Bank (C/Book 2)	Year-end financial year close down and annual software cost	Annually	£755- Year end closedown £183- Annual Omega software
Avon IT Systems	Unity Trust Bank (C/Book 2)	IT Services	Ad Hoc	
Mr Sparkles	Unity Trust Bank (C/Book 2)	Bowerhill Pavilion Twice a year Bus shelter clean quarterly		Bus shelter cleaning £150 Pavilion clean £50
Amazon	Unity Trust Bank (C/Book 2)	Stationary	Regularly	
Trade UK (Screwfix)	Unity Trust Bank (C/Book 2)	Items for repairs in the Parish	Ad Hoc	
Toolstation	Unity Trust Bank (C/Book 2)	Items for repairs in the Parish	Ad Hoc	

Land Registry	Lloyds Bank (C/Book 1) Unity Trust Bank (C/Book 2) for online searches that can be paid for via the card. Normally a cheque written to the land registry for land searches that need to be sent away. Parish council also have a direct debit agreement in place for searches that need to be sent to land registry. Haven't done this was of payment yet	Land Searches	Ad Hoc	Title register/ plans £3 per search
Melksham Town Council	Unity Trust Bank (C/Book 2)	Neighbourhood Plan Public Toilets Caretaking duties at Shurnhold Fields (Quarterly payment)	Regularly	
IAC Audit and Consultancy	Unity Trust Bank (C/Book 2)	Internal Audit & Data Protection Audit	Twice per year (on per every audit)	£395.00
PKF Littlejohn LLP	Unity Trust Bank (C/Book 2)	Current External Auditors	Yearly	£2,100.00
Wiltshire Publications Ltd	Unity Trust Bank (C/Book 2)	Newspaper publications Quarterly Newsletter Grant Advert Annual Parish advert	Regularly	£495 quarterly newsletter
Gallagher	Unity Trust Bank (C/Book 2)	Insurance broker for Cyber insurance	Yearly	
Zurich	Unity Trust Bank (C/Book 2)	Parish and pavilion insurance	Yearly	
Community Heartbeat	Unity Trust Bank (C/Book 2)	Annual support fee	Yearly	£810.00

Atkinson Bookbinders	Unity Trust Bank (C/Book 2)	Minute book binders	Ad Hoc	
Complete Weed Control	Unity Trust Bank (C/Book 2)	Parish Weed spraying	Twice per year	£1,719.00 per weed spray depending on councils requirements
JC Combustion Services	Unity Trust Bank (C/Book 2)	Service of Bowerhill Pavilion boiler and 2x water heater	Yearly	£420.00
Post Office	Lloyds Bank (cheque) (C/Book1)	Postage stamps- Mostly 1 st or 2 nd class stamps	Adhoc	£250 max
Royal Mail	Unity Trust Bank (C/Book 2) as part of debit card statement	Print out postage for higher price items such as agenda packs and recorded delivery		
Microsoft	Unity Trust Bank Debit Card (C/Book 2)	Office 365 subscription- Councillor and officer email addresses + and annual office 365 licence renewal Also, office phone subscription	Monthly	£104.40 per month- for email addresses/ office 365 subscription (note 3x parish council officers are on upgraded office 365) £95 annual for licence renewal £34 Monthly for office phone subscription
Kanconnections	Unity Trust Bank (C/Book 2)	Electrical work- CCTV/ mosquito	Ad-hoc	
Zoom	Unity Trust Bank (C/Book 2)	Meeting room subscription	Monthly as part of debit	£12.99 per month

			card statement	
Fasthost	Unity Trust Bank (C/Book 2)	Gov.uk website hosting	Monthly as part of debit card statement	£1 per month
Whitley Reading Rooms	Unity Trust Bank (C/Book 2)	CAWS CEG Broadband and line provision at	6 monthly	Plusnet bills £22 per month
Lamplight	Unity Trust Bank (C/Book 2)- NOTE: Will be setting up a direct debit for this	Melksham Emergency Support database	Monthly	£47.50
Giant Communication	Paid using council debit Card	Melksham Community support phone line	Monthly	
Wiltshire Age UK	Unity Trust Bank (C/Book 2)	Melksham Community Support project	Quarterly	£2,875 (23/24) but due to go up to £3,000 for 24/25- On Annual Council agenda 13 th May to approve.
Miriam Zaccarelli	Unity Trust Bank (C/Book 2)	Additional support for Melksham NHP	Monthly- Costs to be charged back to MTC	
Office Right Business Solution	Unity Trust Bank (C/Book 2)	Office admin- Normally A4 paper	Ad-hoc	
Wiltshire Council	Unity Trust Bank (C/Book 2)	Office and meeting room rent LHFIG Real time information	Quarterly	

37/24 To review and approve Direct Debits & Standing Orders for 2024/25

The Clerk advised that it was good practice for members to review the list of direct debits and standing orders each year in case the council was still paying for something they shouldn't be. To be transparent, officers had also provided members with a printout of the direct debits and standing orders from the bank accounts.

Recommendation: The council approve the list of direct debits and standing orders for 2024/25.

D.D. or S.O.	Bank Acc.	Recipient	Detail	Frequency
D.D.	Lloyds (C/Book 1)	SSE	9338030500- B/Hill Gas	Quarterly
D.D.	Lloyds (C/Book 1)	EDF Energy	B/Hill Elec.	Monthly
D.D.	Lloyds (C/Book 1)	Information Commissioners Office	Data Protection Registration	Annually
D.D.	Lloyds (C/Book 2)	Grist Environmental	Trade waste removal B/Hill site	Monthly
D.D.	Lloyds (C/Book 1)	Water2Business	2377554202- BYF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	237754201 – BSF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	1049945401 – B/Hill site	6 months
D.D.	Unity Trust Bank (C/Book 2)	Lloyds Corporate Card	Lloyds Debit Card	Monthly
S.O.	Unity Trust Bank (C/Book 2)	Teresa Strange	Emergency Mobile Phone- Currently £5.30	Monthly
DD	Unity Trust Bank (C/Book 1) Lloyds (C/Book 1)	Daisy (Onebill)	Bowerhill Pavilion line and wifi Campus line and wifi	Monthly £38 Monthly £38

38/24 To note price increase for parish council's trade waste contract.

It was advised that the council had been given notice by the commercial waste contractor that the costs of emptying the waste bins at the pavilion would be increased by 5%. This is an additional £0.70p per empty, meaning that the new cost per empty will be £14.70 + VAT. The Clerk confirmed that the council was receiving good service from this contractor.

Recommendation: The council approve the price increase to empty the council's commercial waste bins at the Bowerhill Sports Pavilion.

Members wished to thank the officers for the work that has been put into the year end documentation provided at this evening's meeting.

Meeting closed at 21.06pm

Signed.....
Chairman, Monday 17th June 2024