



MELKSHAM WITHOUT PARISH COUNCIL

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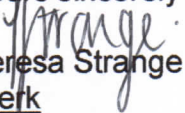
Monday 15th May 2017

Dear Finance Committee members

Re: FINANCE COMMITTEE MEETING ON MONDAY 22nd MAY

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 22nd May 2016, at 7.30pm** (following the Planning Committee meeting) at **Crown Chambers, 7 Market Place, Melksham, SN12 6ES** to consider the agenda below.

Yours sincerely


Teresa Strange
Clerk

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. a) To elect Chair & Vice Chair of Finance Committee for 2017/18
b) To note update with Bank Signatories for new Committee members
3. To receive **Declarations of Interest**
4. **Public Participation**
5. To note the following documents:
 - a) Minutes of the Finance Committees held in 2016/17 (*background information*)
 - b) Governance & Accountability for Smaller Authorities in England (March 2017)
6. **Statement of Accounts & Accompanying Report 2016/17:**
 - a) To recommend for approval by Full Council the Statement of Accounts & Annual Report for year ending 31st March 2017.
 - b) To note that accounts have been reported as "Receipts & Payments" but also restated as "Income & Expenditure" ready for submission in 2017/18
 - c) To recommend for approval Local Government Transparency Code Compliance Report for 2016/17
 - d) To approve Asset Value figure for year ending 31st March 2017
7. **Audit:**
 - a) To consider Internal Auditor's report (*and Clerk's comments*)
 - b) To consider **effectiveness of internal control** & appoint **Internal Auditor** for 2017/18

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- c) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation
- d) To consider adopting draft **Reserves Policy**
- e) To review and approve **Reserves Breakdown**
- f) To recommend for approval by Full Council the **External Audit Annual Return** and additional information requested
- g) To note External Audit key dates

8. Insurance:

- a) To receive verbal report following meeting with Insurance Broker 17th May
- b) i) To consider request of BRAG to transfer ownership of new noticeboard to Parish Council
- ii) To review and approve **Insurance Cover** for year comm. 1st June 2017
- c) To consider quotations received for Insurance Cover and appoint provider
- d) To authorise payment for Insurance Cover commencing 1st June 2017

9. To review Finance Regulations:

- a) To note 2016/17 Parish Council Finance Regulations
- b) To consider adopting NALC model Finance Regulations for 2017/18
- c) To recommend way forward for future reporting of monthly accounts due to new Software system replacing spreadsheet reporting
- d) To review and approve draft Policy for Use of Pre paid Debit Card

10. To review Risk Register

11. To review Investment options for Parish Council funds

12. Councillor Allowances:

- a) To note NALC advice note re: Councillors Allowances Regulations 2003
- b) To note the rates set by the Wiltshire Council Parish Remuneration panel
- c) To consider Councillor and Chairman's Allowances for 2017/18

13. To review Schedule of Charges

Copy to: All Councillors