



## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 6<sup>th</sup> June 2023

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 & Councillor John Doel

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 12<sup>th</sup> June 2023 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>**

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, Housekeeping and Apologies**
2. To receive **Apologies and approval of reasons given.**
3. **Chairman & Vice Chair of Finance Committee for 2023/24**
  - a) **To elect Chair of Finance Committee for 2023/24**
  - b) **To elect Vice-Chair of Finance Committee for 2023/24**
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. **Financial Regulations:** To review Finance Regulations
7. To note JPAG (**Joint Panel on Accountability and Governance**) **Practitioners' Guide** March 22 for the year ending 31<sup>st</sup> March 23 and the review of the March 23 guide for the year ending 31<sup>st</sup> March 24
8. **Statement of Accounts & Accompanying Report 2022/23**
  - a) To note Finance Committee minutes 9<sup>th</sup> January 2023 (Budget setting) annotated with actual figures for 2022/23
  - b) To review Statement of Accounts and Accompanying Report for 2022/23
  - c) To review the Bank Reconciliation as at 31st March 2023
  - d) To review Reserves breakdown as at 31st March 2023
  - e) To review receipts and spend of CIL (Community Infrastructure Levy) for 2022/23
  - f) To review spend of Sandridge Solar Farm funding for 2022/23
  - g) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2023
  - h) To recommend for approval Local Government Transparency Code Compliance Report for 2022/23
9. **Audit:**
  - a) To note no action to be taken as result of External Audit report for 2021/22
  - b) To review Internal Auditor's reports for 2022/23

- c) **Internal Control:**
    - i. To note feedback from Internal Control councillor visit, document internal controls and consider effectiveness of internal control
    - ii. To review the current internal control policy, alternatives and consider if a policy required moving forward
  - 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 19th 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
10. **Bowerhill Sports Field:**
- a) To consider applying for grant funding from the football foundation for new goal posts bearing in mind cost implication to the council  
<https://footballfoundation.org.uk/grant/goalposts>
  - b) To consider requests from teams to hire the sports pavilion and field for next season (determines layout which determines income/fees)
  - c) To review and set fees and charges for the 2023/24 football season
11. To agree amount to charge Berryfield Village Hall Trust for building insurance from 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024
12. **VAT:** To note feedback following online VAT training and consider any actions required.
13. To receive feedback from officers following demo on alternative accounting software
14. To review **Schedule of Charges** for 2023/24
15. To review **Council's and Staff subscriptions** for 2023/24
16. To review and approve list of **regular payments for authorisation** for 2023/24 (as per Fin Reg 5.6)
17. To review and approve **Direct Debits & Standing Orders** for 2023/24

**Copy to: All Councillors**