

**MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 29<sup>th</sup> June 2020 at 7.00p.m.**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING WAS HELD REMOTELY AND STREAMED LIVE ON YOUTUBE)**

**Present:** Cllrs. Richard Wood (Chairman), John Glover (Vice Chair and Committee Chair) Alan Baines, Paul Carter, Nick Holder & Stuart Wood.

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

**Housekeeping:** Cllr Glover welcomed all to the meeting.

**546/19 Apologies:** Apologies were received from Councillor Taylor due to work commitments.

This reason for absence was approved.

**547/19 Declarations of Interest:** Councillor R Wood declared an interest in the Chairman's allowance as the current chairman and any items relating to Berryfield Village Hall.

**548/19 Dispensation Requests for this Meeting:** None.

**549/19 Public Participation:**

There were no members of the public present.

**550/19 To review parish council's compliance to the Governance & Accountability for Smaller Authorities in England:**

The Committee reviewed the Governance and Accountability for Smaller Authorities in England from March 2020 document. This guidance was in respect of financial years commencing on or after 1st April 2020 but is best practice to use this for the last financial year 2019-20. This document advises on the proper practices to be applied in reporting of the statutory annual accounts and governance statements, and Officers had annotated this document to highlight how the parish council met the legal requirements.

The Clerk highlighted that any significant events that have happened during the financial year, that have affected the council's finances, will need to be included in the accounting statement and queried whether members felt that the Covid-19 pandemic should be included. Members had previously considered the financial implications of Covid-19 and noted that there had been no significant financial loss during the financial year 2019-20.

Councillor Holder highlighted point 2.16 where staff expenses such as mileage and travel allowance should not be included in staff costs and will need to be recalculated for the financial years 2018-19 and 2019-20 and queried how easy that would be to do. The Clerk explained that this was a government guidance change but would need to recalculate boxes 4 - staff costs and 6 - all other payments. It was relatively easy to do, and would be done before the Full Council approved the Annual Return on 6<sup>th</sup> July.

Councillor Glover queried point 2.11 where authorities that participate in joint arrangements must ensure that their own accounting records accurately reflect the authorities appropriate share of joint arrangements. He explained that the Parish Council hold the Shurnhold Fields open maintenance contribution but is a joint project with Melksham Town Council, additionally the joint funding for the Neighbourhood Plan was held in the Melksham Town Council's account. The Clerk explained that she had previously sought advice from the internal auditor who felt that this did not meet the requirements. The Clerk advised that she had included the parish council's share on each joint project in the supporting statement for the Statement of Accounts under the Financial Partnership section; this covered a range of joint ventures.

#### **551/19 Statement of Accounts & Accompanying report 2019/20:**

##### **a) To note minutes of Finance Committee 7<sup>th</sup> Jan 2020:**

The Clerk advised that the minutes of the Finance Committee on 7<sup>th</sup> January 2020 had been annotated with any actual figures that differed from the forecasted figures so that members could relate it to the year-end figures for 2019/20. Unfortunately, the Clerk was unable to send this document to members prior to the meeting due to the office scanner not working but these annotated minutes will be available to all members at the Full Council meeting on 6<sup>th</sup> July.

##### **b) To review statement of accounts and accompanying reports for 2019/20**

Members reviewed the statement of accounts and accompanying reports, the Clerk highlighted that the income for CIL, Section 106 and Sandridge Solar farm had been included in general income which differs from how this was reported last year this was due to how the accounts were closed down at year end.

It was noted that within the financial year the VAT incurred was £13,155.96 and the total amount refunded was £12,741.96. It was noted that the VAT incurred on the picnic table that was purchased on behalf of BRAG was not claimed back as they had received a donation from a local business and therefore was not eligible for a VAT reimbursement for a non-commercial activity.

##### **c) To review the bank reconciliation as at 31<sup>st</sup> March 2020**

The committee reviewed the bank reconciliations for each account as of 31<sup>st</sup> March 2020 and agreed that the bank reconciliation agreed with the bank statement.

**Recommendation:** The Parish Council accept the bank reconciliation as at 31<sup>st</sup> March

2020 as a true record, with the closing bank balances at £706,820.03.

**d) To review Reserves policy and reserves breakdown as at 31<sup>st</sup> March 2020**

In the Governance and Accountability document it states that councils' general reserves should be maintained at a minimum of 3-12 months net revenue expenditure. It was noted that the council had previously agreed that the general reserve should lie at one month's expenditure as the council hold significant earmarked reserves to deal with unexpected events or to cushion the impact of uneven cashflow.

The Clerk explained that she had split the reserves into contingency, short term (up to 3 years) and longer-term capital replacement (over 3 years) based on the reserve policy.

She explained that she had put all the CIL ringfenced funding in the short-term category as all CIL had to be used within 5 years. A new reserve had been set up for Sandridge Solar Farm Funding, it was explained that although there had been no spend from this pot in 19/20 there was expenditure planned for the current year and therefore had been categorised as short term.

The following reserves have been split into contingency, short term and longer-term capital replacement:

<b>ACTUAL AS AT 31 MARCH 2020</b>	<b>COUNCIL RESERVES</b>	<b>CONTINGEN CY</b>	<b>SHORT TERM Up to 3 years</b>	<b>LONGER TERM CAPITAL REPLACEMENT Over 3 years</b>
£86,882.59	New Hall, Berryfield		£86,882.59	
£4,400.00	Shaw Hall	£4,400.00		
£174,856.75	New Community Centre, East of Melksham		£174,856.75	
£2,856.53	Crown Chambers / office accommodation/relocatio n		£2,856.53	
£400.00	Photocopier replacement			£400.00
£35,030.00	Bowerhill Sports Field & <b>Pavilion</b> maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS		£5,030.00	£30,000.00
£2,000.00	Bowerhill Sports Field & Pavilion maintenance. ANNUAL SUM MOVED INTO ACCOUNT TO MAKE UP SHORTFALL	£2,000.00		
£16,500.00	Shaw Playing Field - Improvement Project		£16,500.00	

£30,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT		£10,000.00	£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	
£6,000.00	Defibrillator replacement every 6 years (to be checked)		£6,000.00	
£350.00	Defibrillator Batteries every 3years (to be checked)		£350.00	
£4,000.00	General Highway & Footpath / Lighting		£4,000.00	
£5,450.00	Legal fees	£5,450.00		
£3,096.00	Community Projects/Match Funding	£3,096.00		
£8,000.00	Elections	£8,000.00		
£10,150.00	Contingency - staffing	£10,150.00		
£30,000.00	Contingency - replacement / renewal of council assets	£30,000.00		
£40,734.00	General Contingency	£40,734.00		
£5,000.00	Contribution to Wiltshire Council /Env Agency bid to DEFRA for flood protection in Whitley/Shurnhold		£5,000.00	
£97,058.58	CIL (Community Infrastructure Levy) ringfenced funding		£97,058.58	
£5,842.00	NEW RESERVE - Sandridge Solar Farm		£5,842.00	
£90,219.59	Shurnhold Fields Open Space Maintenance Contribution		£20,000.00	£70,219.59
<b>£674,826.04</b>		<b>£103,830.00</b>	<b>£450,376.45</b>	<b>£120,619.59</b>

**Recommendation:** The reserve breakdown is approved.

**e) To review receipts and spend of CIL (Community infrastructure Levy) for 2019/20**

The Committee reviewed the receipts and spend on CIL for 2019/20, Councillor Glover highlighted that the Parish Council are only eligible to receive a certain amount of CIL in one financial year and raised concerns that sometimes the council receive the money earlier or later than anticipated which could result in the council being unable to receive some of the funding. The Clerk explained that the council became close to the limit in the 2019/20 financial year as the limited based on the number of dwellings in the parish was £338,000 and the council had received £335,300 in funding. Councillor Glover queried whether some of the money that was received in the 2019/20 financial year was intended to be received in 2018/19. The Clerk explained that the council had received more CIL funding than expected from the land south of Western Way (Pathfinder Way) development and the second tranche for the land east of spa road development came in on the 20<sup>th</sup> March, if this had been received a couple of weeks later, it would have been in the current financial year.

Councillor Glover queried whether the council was able to determine what Wiltshire Council's triggers were so that the council could have an input on when they received CIL money, so the limit is not exceeded. The Clerk explained that she was unsure whether Wiltshire Council would divulge that information to the Parish Council and it did not necessarily mean that the developers had paid to their deadlines.

Councillor Baines explained that this problem has never occurred because the council had never gone over the CIL limit and due to the fact that the council had received some money in advance it would now be less likely moving forward to reach the limit so does not feel that there was a problem.

**f) To review spend of Sandridge Solar Farm funding for 2019/20**

The Clerk advised that the council had previously resolved to use the Sandridge Solar Farm money for maintenance on ongoing projects as it lasts for 20 years. She explained that the purchase of the speed indicator device was from CIL but the ongoing maintenance cost of putting it up in various areas every 2 weeks was to come from solar farm funding. The purchase of the drinking water fountains was also being purchased from CIL money, but the ongoing maintenance cost of water testing was to come from the funding. It was advised that there had been no spend from the Sandridge Solar Farm funding in 2019/21 as the speed indicator device had only arrived the week before lockdown so had not yet been put up and the council had recommended at their last Asset Management Committee to defer ordering the drinking water fountains until after the Covid-19 pandemic. The £5,842 funding received in 2019/20 had therefore been ringfenced in a new Reserve for spend on these projects in 2020/21.

**g) To note asset figure for year ending 31<sup>st</sup> March 2020**

The Members noted the asset figure for the year ending 31<sup>st</sup> March 2020 which was £295,759 (agreed by the Asset Management Committee).

**h) To recommend for approval by Full Council the statement of accounts and annual reports for the year ending 31<sup>st</sup> March 2020**

**Recommendation:** The council approve this document.

**i) To recommend for approval Local Government Transparency Code Compliance Report for 2019/20**

**Recommendation:** The council approve the Local Government Transparency Code Compliance Report for 2019/20.

**552/19 Audit:**

**a) To note review of action taken against Internal Audit report for 2018/19 and no action to be taken as result of External Audit report for 2018/19**

Members noted that there had been no recommendations from the External Auditors for 18/19 and noted the extract of the Minutes when the Internal Auditor reports had been reviewed last year.

**b) Internal Auditor's reports for 2019/20 (To note review of visit 14/2/20 and consider report following remote 2nd visit 1/5/20)**

Members noted that they had already reviewed the internal auditor report from the visit on the 14<sup>th</sup> February. The Clerk explained that the second visit was done remotely on the 1<sup>st</sup> May with two observations.

The first observation was that staff expenses were included in staff costs on the draft accounting statement and would need to be recalculated for 2018/19 and 2019/20.

The second observation was that the 31<sup>st</sup> March bank reconciliation had not been physically signed by members. The Clerk advised that due to the Covid-19 pandemic the year end bank reconciliation was approved via email by the Chair and Vice Chair of the finance committee and would be physically signed once the lockdown measures were eased.

**c) To consider effectiveness of internal control**

Members reviewed the internal control policy put in place in November 2019, the Clerk advised that due to Covid-19 the Chair of the Finance Committee had not conducted a monitoring visit. Councillor Baines highlighted that at the bottom of the policy there seemed to be some text missing. The Clerk advised that she would look at the policy as it came from an SLCC model.

**d) To appoint Internal Auditor for 2020/21**

The members considered the appointment of an Internal Auditor for 2020/21. The

Clerk advised that an internal auditor had to be independent, have experience with parish council governance and be competent. It was noted that IAC were an independent and competent audit company.

**Recommendation:** The Council appoint IAC Ltd as the Parish Council's Internal Auditor for the year 2020/21.

**e) To note guidance from External Auditors**

It was noted that parish councils normally have to approve their annual governance statement by the 30<sup>th</sup> June however due to the Covid-19 pandemic it has now been extended until the 31<sup>st</sup> July. The final audited accounts and external auditors report will need to be published by 30<sup>th</sup> November.

**f) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (Full Council will also need to consider separately when they meet in July)**

The members reviewed the questions asked under Section 1 of the Annual Governance Statement. It was noted that as a corporate body the Council had to understand and acknowledge this statement and be able to answer yes to all the questions.

**Recommendation:** The questions in Section 1 of the Annual Governance Statement 2019/20 to be answered "yes" by the Full Council on 6<sup>th</sup> July 2020.

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

The Clerk advised that she would change box 4 on the accounting statement as staff expenses will need to be relocated to box 6, other payments. This is due to a governance change. The figures for 2018/19 will also have to be restated.

**Recommendation:** The council to approve the external audit annual return.

**h) To note key dates for Exercise of Public Rights**

The Clerk explained that due to Covid-19 the public rights of inspection is now a period of 30 days commencing no later than 1<sup>st</sup> September 2020. She queried when members wished to do this as normally all councils would have to publish this in the same 30 days, however due to the pandemic this is now not possible and the guidance had been updated.

Members felt that due to the pandemic and the safety of council Officers this should be published on 1<sup>st</sup> September.

**553/19 To review Finance Regulations (new model)**

Members reviewed the new model financial regulations (July 2019) and were advised that any information that was in square brackets could be deleted/amended if not relevant to the council. The Clerk had annotated this document with examples of how

the council comply with the new financial regulations.

Councillor Glover queried regulation 3.3 as it states the council should consider annual budget proposals in relation to the council's three-year forecast. The Clerk advised that the legal requirement had been for the council to review the previous, current and next year's budgets but had sought guidance on this from WALC (Wiltshire Association of Local Councils) who advised that they understood the guidance as being a comparison budget where the council, would look at last year's, the current year and the next year's budget. It was advised that this was open to interpretation and not set in law so the council could budget further than the next year if they wished. Members agreed that the wording for this was not clear as a forecast meant for the future and not for previous years and felt that some further clarification would be needed on this from NALC (National Association of Local Councils).

**Recommendation:** The Clerk to sought clarification from NALC on their interpretation of point 3.1 in the financial regulations.

**Regulation 4.1:** The Clerk explained that currently any expenditure over £5,000 would need the Full Council's approval before purchase, over £500 a committee would need to approve and any cost under £500 the Clerk in conjunction with the Chairman can authorise.

In previous years the council have given delegated powers to the Clerk in conjunction with either the Chairman of the Council or Chairman of the Asset Management Committee to authorise additional works for the Bowerhill Sports Field football pitches, to mitigate adverse playing conditions up to a cumulative value of £1,000 per year.

**Regulation 4.4:** The Clerk explained that salary budgets should be reviewed at least annually, and the regulations suggest in October of each year. This would be reviewed by the Staffing Committee, however, currently these Committee meetings are often only held when needed, therefore it is felt that the month that has been suggested in this regulation should be taken out.

**Regulation 4.5:** States that the Clerk may authorise expenditure on behalf of the council in cases of extreme risk to the delivery of council services to authorise expenditure up to a £500 limit. The Clerk explained that due to the current pandemic she had purchased a hand sanitiser dispenser and face masks for staff safety. Members felt that £500 was an acceptable limit.

**Regulation 4.8:** The Clerk advised that the council is presented with a statement of receipts and payments quarterly showing explanations of material variances to the agreed budget. It was explained that in the regulations it states that any variances in excess of £100 or 15% of the budget should be explained, members considered that on a smaller budget of £100 it would be more likely that it could vary more than 15%. It was queried whether members felt that they should change the £100 but it was felt that it should be left as it is.

**Regulation 5.1:** The Clerk highlighted that the council had never sought credit references in respect of members or employees who act as signatories on the bank, it



was noted that this was in square brackets so could be taken out if members felt it was appropriate. Members felt that this point should be left out.

**Regulation 5.2:** The Clerk advised that all payments that are made are either recurring payments or approved resolutions to proceed with a contract or purchase, therefore have already been approved so the council do not need to approve again prior to payment. For example, the current grass cutting contract had already been approved by the council and therefore any invoices relating to this contract would not need to go back to Full Council each month.

**Regulations 5.5c:** The Clerk highlighted that fund transfers within the council's banking arrangements were usually authorised by the two finance committee councillors who sign off payments each month however this was normally much higher than the £10,000 stated in the regulations. The Clerk suggested that officers could work out any fixed term deposit before the next Full Council meeting so that it can be approved by all members. After a discussion, members felt that all fixed term deposits should be presented to Full Council to approve, but the sum of £10,000 should be kept in financial regulations, so that the Clerk had delegated powers to authorise a fund transfer between banks in an emergency.

**Recommendation:** All fund transfers should be presented to Full Council to approve but the sum of £10,000 should be kept in the financial regulations so that the Clerk has delegated powers to authorise fund transfers in emergencies.

**Regulation 5.6:** The Clerk advised that Officers need to compile a list of payments that arise on a regular basis so that the council comply with this regulation.

**Regulation 6.4:** The Clerk highlighted that the council had added an extra clause to this regulation that states that two members who are bank signatories, who are married, or cohabiting are not permitted to authorise the same bank transaction.

**Regulation 6.11:** The Clerk explained that the council had previously taken this regulation out as it states that all passwords should be handed to the Chairman of the council in a sealed and dated envelope. It had previously advised that a password protected list was held on the shared drive with all Officers having knowledge if the Clerk was unavailable, therefore was no need for the Chairman to receive the list.

**Regulation 6.13:** The Clerk advised that regular back-ups are stored on the shared drive and can be accessed via Outlook 365. She explained that this potentially would need to be looked at moving forward if members receive their own laptops.

**Regulation 6.15:** The Clerk explained that she and the Finance & Amenities Officer both had access to the bank and wished for the Parish Officer to also have access in case of emergencies, if both the Clerk and Finance & Amenities Officer were unavailable.

**Regulation 6.16:** The Clerk explained that due to Covid-19 members have been authorising payments on their home devices and cautioned members that they should not save any banking passwords.

**Recommendation:** To add the Parish Officer to the bank so that she can have access

if both the Clerk and Finance and Amenities Officer was unavailable.

**Regulation 6.18:** The Clerk explained that the regulations state that the maximum value on one single transaction on the council's debit card was £500, however the annual Office 365 subscriptions were over this amount. Councillor Holder advised that the Office 365 subscriptions could be purchased monthly so that they do not go over the £500 threshold.

**Regulation 8.3:** It was noted that the monthly bank statements should be sent to the Chairman of the council. The Clerk advised that this was an action to do.

**Regulation 16h:** The Clerk advised that the council would need to go out to tender for any works over £25,000, any works below £25,000 the Clerk would need to obtain three quotes and if the value is below £3,000 and above £100, she will need to obtain three estimates.

Councillor S. Wood queried how the spend on laptops for councillors this week had been authorised, with a significant spend up to £5,000. The Clerk explained that she had delegated powers to act on behalf of the council during the current health pandemic as the council were prohibited from meeting in public. This delegation was a recommendation of the Staffing Committee who met on Monday 16<sup>th</sup> March and was confirmed by a majority of members by email on 18<sup>th</sup> March. All agreed that the decision on such a purchase would have sat better with the Full Council following discussion, but the aim of the purchase of the first 4no. laptops was to ensure that all members of the council were able to attend and participate in a meaningful way on Monday evening, when the Full Council are to meet remotely; their first council meeting since 9<sup>th</sup> March. The 4no. laptops had been purchased by the IT contractor on the parish council's behalf, following thorough research and were being set up and delivered to the relevant councillors at the end of the week. Councillor R. Wood commented that there were some members of the council who were currently disenfranchised, and therefore the laptops that had been ordered were imperative to ensure all members were able to participate fully at the next Full Council meeting.

#### **554/19 Risk Register:**

##### **a) To consider way forward for undertaking risk assessments for:**

- i) Reopening of council assets as lockdown measures ease**
- ii) Reopening of office for staff and for public as lockdown measures ease**
- iii) Recommencing public meetings as lockdown measures ease**
- iv) Public drop-in sessions for Neighbourhood Plan consultation in July**

Members reviewed the latest government guidance on re-opening play areas. Councillor Glover felt that after reviewing the guidance the council could not meet some of the requirements stated so therefore a risk assessment would not need to be done. The Clerk advised that she had spoken to the council's insurance brokers who advised that the council would need to consider if they have taken all reasonable steps before opening the play areas. The Clerk explained that if the council were to conduct a risk assessment, they could assess what reasonable steps would need to be taken. Councillor Glover explained that the guidance stated that there should be a

queuing system if possible and staff would need to cleanse play areas when appropriate. He explained that there were currently five play areas in the parish and the council do not have the staff capacity to implement the processes suggested in the guidance.

Councillor Holder felt that that if the council were to open all their play areas they would need to issue a disclaimer which stated that individuals enter at their own risk, the parish council do not take any liability for the cleanliness or hygiene of the facilities and cannot satisfy users that they are able to manage the play areas as per the government guidance around cleaning and queuing. He advised that his preference would however be not to open the play areas.

Councillor R Wood explained that in some areas such as Bath that have big play areas, they may open and tailor their resources to that one area but felt that as the council only had small play areas spread around the parish it would not be practical to re-open them as there are not enough staff to attend to them.

After a robust discussion by members it was felt that play areas should not be reopened on 4<sup>th</sup> July.

The Clerk explained that the staff were still working from home as the government guidance states that you should work at home if you are able. Councillor Holder queried whether any protocols had been put into place regarding how many staff are allowed in the office at one time. The Clerk explained that only one member of staff was working in the office at one time and a WhatsApp group had been set up so that all staff could be advised when someone was in the office. She advised that the Finance & Amenities Officer does have to go into the office to access the council's finance system but uses the hand sanitiser on her desk as soon as she gets to the office.

The Clerk advised that following the recommendation from the Asset Management minutes on the 15<sup>th</sup> June herself and Councillor Glover conducted a 'return to work' risk assessment with the Parish Caretaker on Thursday 25<sup>th</sup> June. She advised that he had returned to work on Friday 26<sup>th</sup> June and tested the fire alarm and flushed down the water systems at the Pavilion. He was currently inspecting all play areas while they were still closed this week to make sure that they are safe.

**Recommendation:** Due to the Council not being able to meet some of the recommendations set out in the Government guidance, all the Parish Council play areas to remain closed but to review this when government guidance changes.

**Recommendation 2:** The Council to undertake risk assessments on reopening of the office for staff and public as lockdown measures ease, recommencing public meetings as lockdown measures ease, and for public drop-in sessions for Neighbourhood Plan consultation in July as and when government guidance changes. The members did not think that drop-in sessions would be likely in July as not permitted under the current guidance.

### **General Risk Register**

The Clerk explained that a scoring matrix was still outstanding to be done on this

document and queried whether it would be better to do this in September or whether it was felt that it needed to be looked at sooner due to the pandemic. Members felt that there was not anything major that had changed to the risk register due to the pandemic.

**b) To consider offering support to community groups and village halls in the parish**

The Clerk advised that some parish councils in the country had offered risk assessment advice to village halls, it was noted that the only village hall that the parish council owned was Shaw, which was ran by a management committee. It was felt that any useful information that the Clerk receives should be passed on to the Village Hall committees.

**555/19. To review and approve Direct Debits & Standing Orders for 2020/21**

The committee reviewed the list of direct debits and standing orders for 2020/21, noting that there was also a print out from the all the bank accounts which detailed what they were, which agreed with the list.

**Recommendation:** The parish council approve the payment of the following direct debits and standing orders for 2020/21.

<b>D.D. or S.O.</b>	<b>Bank Acc.</b>	<b>Recipient</b>	<b>Detail</b>	<b>Frequency</b>
D.D.	Lloyds (C/Book 1)	E-On	015071989760A – B/Hill Gas	Monthly
D.D.	Lloyds (C/Book 1)	E-On	014857087970A – B/Hill Elec.	Monthly
D.D.	Lloyds (C/Book 1)	Information Commissioners Office	Data Protection Registration	Annually
D.D.	Lloyds (C/Book 1)	SIRUS LTD	Office telephone system/calls/b/band	Monthly
D.D.	Lloyds (C/Book 1)	St Environment (AKA Grist Environment)	Trade waste removal B/Hill site	Monthly
D.D.	Lloyds (C/Book 1)	Water2Business	2377554202- BYF allotments	Annually
D.D.	Lloyds (C/Book 1)	Water2Business	237754201 – BSF allotments	Annually
D.D.	Lloyds (C/Book 1)	Water2Business	1049945401 – B/Hill site	Annually
DD	Lloyds (C/Book 1)	EE limited	WIFI for meetings	Monthly
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
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*Councillor Richard Wood declared an interest in the Chair's Allowance as the current chair and left the room.*

#### **556/19 To consider Chairman's Allowance for 2020/21**

It was noted that Councillor Richard Wood is the current chairman however he may not be the chair moving forward and a decision will be made at the next full council as to whether an Annual Council meeting is scheduled or held in abeyance until May 2021.

The Clerk had sought advice from Wiltshire Council regarding their members' increase but was yet to receive a response. She explained that in previous years the council had put the allowance up on the same percentage as the staff, however last year each pay scales percentage was different and therefore they had followed the lead of Wiltshire Council as the local Pay Authority as per the statutory guidance. The NJC are still negotiating a pay increase for staff for 2020/21.

**Recommendation:** The Council to defer this item until they have heard from Wiltshire Council on their members' allowance increase.

#### **557/19. To review Schedule of Charges for 2020/21:**

Members reviewed the schedule of charges for 2020/21 and noted that it had already been agreed that the allotment charge would remain at £30 per 5 perches for residents and £60 for non-residents of the parish. Members had also previously reviewed and amended the Bowerhill Sports Field booking fees for 2020/21. The list of charges in the "Model publication for the freedom of information scheme" were reviewed but it was felt that all costs should remain the same.

**Recommendation:** The Parish Council make no amendment to the charges in the "Model publication for the freedom of information scheme".

#### **558/19 To review Council's and Staff subscriptions for 2020/21**

The committee reviewed the list of council and staff subscription, it was noted that there was £1,550 in the budget.

**Recommendation:** The council and staff subscriptions for 2020/21 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,090
SLCC (ILCM included)	£269

LCR	£34
Open Spaces	£45
CPRE	£36
Community First	£40
Fields In Trust	£35
Wilts & Berks Canal Trust	£30
Clerks & Councils Direct	£12
TransWilts	£17
<b>TOTAL</b>	<b>£1,578</b>

**559/19 To note Guidance for parish/town councils on receiving and the use of CIL funds and update further to meeting with Melksham Town Council on proposals for sharing CIL funds**

The members noted the guidance. The Clerk advised that the parish council's maximum CIL that can be received in 2020/21 was £301,000.

Members noted that members of both the parish and Melksham Town council had previously met (11<sup>th</sup> March) to discuss the extra 10% funding that both councils would receive on CIL once the Neighbourhood Plan was adopted. Currently councils without a Neighbourhood Plan would receive 15% of CIL funding but this goes up to 25% once an approved Neighbourhood Plan is put into place. It had been suggested that the spend of the extra 10% of CIL that would be received due to the Neighbourhood Plan could be decided jointly between both councils who would have an agreement on what projects this could be spent on.

Meeting closed at 20.59 pm

Chairman .....  
Approved Monday, 27 July 2020