



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Monday 24th February 2020

To all members of the Council Finance Committee: Cllr Richard Wood (Chair of Council), Cllr John Glover (Vice Chair of Council and **Chair of Finance Committee**), Cllr Alan Baines (**Vice Chair of Finance Committee**), Cllrs Nick Holder, Paul Carter, Paul Taylor & Stuart Wood.

Dear Finance Committee members

Re: FINANCE COMMITTEE MEETING ON MONDAY 2ND MARCH 2020

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 2nd March 2020, at 7.00pm at 1 Swift Way, Bowerhill, Melksham, SN12 6TL** to consider the agenda below.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Teresa Strange'.

Teresa Strange, Clerk

AGENDA

1. **Welcome, Housekeeping and Apologies**
2. a) To receive **Declarations of Interest**
b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
3. **To consider holding items in Closed Session due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items business (**Items 5 & 6**) as publicity would be*

Serving rural communities around Melksham

prejudicial to the public interest because of the confidential nature of the business to be transacted.

4. Public Participation

5. Grass cutting contract

- a) To note correspondence/minutes regarding consideration of this quotation
- b) To consider quotation for renewal of 3 year grasscutting contract

6. Berryfield Village Hall Cost consultants

- a) To note report from Project Manager on tenders received and recommendation
- b) To appoint Cost Consultant (under delegated powers)

7. Audit

- a) To note Interim Internal Audit undertaken and review recommendations
 - i) To review "Policy for use of pre-paid Debit card"
 - ii) To consider when/who to undertake Insurance Review
- b) To note dates of Year End close down with Rialtas (28th April) and date of 2nd Internal Audit (30th April)
- c) To receive feedback from staff training on Annual Return & Internal Control and consider recommendations

8. Asset Management Software

- a) To consider investigating the purchase of software for managing Assets

9. Investment

- a) To review Investment Policy
- b) To consider investing Reserves

10. Insurance

- a) To consider route for obtaining 3 quotations for future cover as reached end of 3 year long term agreement
- b) To approve, or note Officer Decision, to increase Fidelity (Employee Dishonesty) cover

11. Grant Aid:

- a) To note current Grant Aid policy
- b) To note unable to support church buildings under current legislation and consider formally approaching MP to lobby for change
- c) To note Budget Provision for Grant Aid 2020/21 and s137 spend limits
- d) To consider grant applications for 2020/21

12. To consider purchasing stamps for 2020/21 ahead of increase scheduled for 23rd March

Copy to: All Councillors