



MELKSHAM WITHOUT PARISH COUNCIL

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Monday 14th May 2018

To all members of the Council Finance Committee

Dear Finance Committee members

Re: FINANCE COMMITTEE MEETING ON MONDAY 21st May 2018

You are summoned to attend the Finance Committee Meeting which will be held on **Monday 21st May 2018, at 7.45pm** (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 2018/19
b) To note Terms of Reference for Finance Committee approved at Annual Council
3. To receive **Apologies and approval of reasons given.**
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. To note the following documents:
 - a) Minutes of the Finance Committees held in 2017/18 (*background information*)
 - c) Reserves Policy
 - d) Guidance for Parish & Town Councils on receiving and the use of CIL
 - c) Governance & Accountability for Smaller Authorities in England (March 2017)
7. **Statement of Accounts & Accompanying Report 2017/18:**
 - a) To note that accounts are now reported on a "Income & Expenditure" basis, rather than "Receipts & Payments" to meet the statutory guidance (2016/17 restated too)
 - b) To review the General Reserve year end figures for 2017/18 and consider if any changes to Earmarked Reserves are to be recommended to Full Council
 - c) To review and approve Reserves breakdown

Serving rural communities around Melksham

- d) To review revised CIL schedule of payments & note answers from CIL officer further to queries raised
- e) To approve Asset Value figure for year ending 31st March 2018
- f) To recommend for approval by Full Council the Statement of Accounts & Annual Report for the year ending 31st March 2018
- g) To recommend for approval Local Government Transparency Code Compliance Report for 2017/18

8. Audit:

- a) To consider Internal Auditor's report (*Visit Weds 16th May*)
- b) To consider effectiveness of internal control (*Visit Cllr Glover Thurs 17th May*)
- c) To appoint Internal Auditor for 2018/19
- d) To note guidance from External Auditors
- e) To consider answers to Section 1 (Annual Governance Statement) of External Audit documentation (*Full Council will also need to consider separately on 18th 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

9. Insurance:

- a) To review and approve Insurance Cover for year commencing 1st June 2018
- b) To consider quotation received for Insurance Cover and appoint provider (*2nd year of 3 year agreement*)
- c) To authorise payment for Insurance Cover commencing 1st June 2018

10. To consider holding an additional Finance Committee on Mon 2nd July and deferring the remaining agenda items

11. To review **Finance Regulations**

12. To review **Risk Register**

13. Investments:

- a) To note new statutory guidance on Annual Investment Strategy
- b) To review Investment Options for Parish Council funds

14. To approve Direct Debits for 2018/19

15. To consider Impact of NJC (National Joint Council) Pay Award 2018/19 on Staffing Budget

16. To consider Chairman's Allowance for 2018/19

17. To review Schedule of Charges for 2018/19

18. To note Section 137 limit for 2018/19

19. To revise Grants Policy

20. To review Council's and Staff subscriptions for 2018/19

Copy to: All Councillors