

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 21st May 2018 at Crown Chambers, Melksham at 8.05 p.m.

Present: Cllrs. Richard Wood (Chairman), John Glover, Alan Baines, Nick Holder & Paul Carter.

Officers: Teresa Strange (Clerk) & Justina Barber (Finance Assistant)

Apologies: None.

Housekeeping: The Council Chairman, Cllr. Richard Wood, welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

043/18 **Election of Chair of Finance Committee:** Cllr. Wood invited nominations for the Chair of the Finance Committee for 2018/19. Cllr. Glover stated that he was happy to stand again for Chair of the Finance Committee. Cllr. Baines proposed, seconded by Cllr. Wood that Cllr. John Glover was elected as Chair of the Finance Committee. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Chair of the Finance Committee for 2018/19.*

Cllr. Glover took the Chair.

044/18 **Election of Vice Chair of Finance Committee:** Cllr. Wood invited nominations for the Vice Chair of the Finance Committee for 2018/19. Cllr. Wood proposed, seconded by Cllr. Glover that Cllr. Alan Baines was elected as Vice Chair of the Finance Committee. **Resolved:** *The Council unanimously resolved that Cllr. Baines be Vice Chair of the Finance Committee for 2018/19.*

045/18 **Terms of Reference for Finance Committee:** The Terms of Reference for the Finance Committee, which were approved at the Annual Council on 14th May 2018, were noted.

046/18 **Apologies:** None.

047/18 **Declarations of Interest:** Cllr Wood declared an interest, as Chairman of BASRAG (Berryfield & Semington Road Action Group), in any items relating to Berryfield Village Hall and in agenda item 16) relating to the Chairman's Allowance. The Clerk declared an interest in agenda item 14 as there was an amendment to a standing order made payable to her.

048/18 **Dispensation Requests:** None.

049/18 **Public Participation:** There were no members of the public present.

050/18 **Documentation for Background Information:**

- a) **Minutes of Previous Meetings:** The Committee noted the following minutes:
- Finance Committee meeting Monday 22nd May 2017.
 - Finance Committee meeting Monday 12th June 2017.
 - Finance Committee meeting Monday 24th July 2017.
 - Finance committee meeting Monday 8th January 2018.

- Finance Committee meeting Monday 5th March 2018.
- b) **Reserves Policy:** The Reserves Policy was noted and the Clerk drew member's attention to the section on General Reserves and that this lies at one month's gross expenditure as the Council hold sufficient earmarked reserves to deal with unexpected events or emergencies and to provide a working capital cushion to deal with uneven cashflows.
- c) **Guidance for Parish & Town Councils on receiving and the use of CIL:** The CIL Guidance was noted in conjunction with a list of the maximum CIL receipts that Parish and Town Council's without an adopted Neighbourhood Plan can receive up to 31st March 2019. There are 2,918 dwellings in the parish and thus Melksham Without can receive up to £291,800 in CIL funding for the next financial year, if the Joint Melksham Neighbourhood Plan is not adopted before that date.
- d) **Governance & Accountability for Smaller Authorities in England (March 2018):** The members noted the Governance and Accountability for Smaller Authorities in England for March 2018. This document advises on the Proper Practices to be applied in the reporting of the statutory annual accounts and governance statements, and the Clerk had annotated this document to highlight how the parish council met the legal requirements, for members ease of reference.
Members thanked the Clerk for all the hard work undertaken in piecing all this work together and its presentation.

051/18

Statement of Accounts & Accompanying Report 2017/18:

- a) **Draft Statement of Accounts & Annual Report for Year Ending 31st March, 2018:** It was noted that the Accounting Statement was now reported as 'Income & Expenditure', rather than 'Receipts & Payments' to meet the statutory guidance. The Financial year 2016/17 had been restated for Income and Expenditure and this was compared to the previous reporting in Receipts and Payments. It was noted that the actual value of cash and short-term investments reported under section 8 and the total fixed assets plus long term investments stated under section 9 remained the same for both reporting systems, but there was quite an impact on the breakdown between the two accounting formats due to accrual reporting. The Clerk advised the members who were new to the Finance Committee that once income or expenditure was £200,000 or above for three consecutive years that accounts had to be reported as Income and Expenditure.
- b) **Review of General Reserves Year End Figures Against Ear Marked Reserves for 2017/18:** The Clerk reported that the closing balance figure for the General Reserves, and therefore the carry forward figure for 2018/19, was £10,848 which was healthier than had been anticipated, due to the breakdown variances in reporting as Income and Expenditure. She had explained to the Internal Auditor that whilst it was understood from previous advice that the Parish Council should have a robust General Reserve of 3-6 month's running costs to be able to manage any unforeseen expenditure, and that the Parish Council had implemented this advice in previous years, it had been approved under Min.398/17g) of the Full Council Meeting 22nd January that General Reserves should lie at one month's expenditure. This amendment to the General Reserves procedure had been made as it was felt that there were sufficient funds in the Earmarked Reserves to be drawn down

if required. It was felt that if through the year Earmarked Reserves needed to be reduced to increase General Reserves, which could be a possibility due to CIL (Community Infrastructure Levy) expenditure or unforeseen circumstances, the Committee would review any virement between the reserve funds where necessary. It was noted that CIL funding was ringfenced so no virement could take place from this account. **Recommended:** *The Parish Council's General Reserves to lie at one month's expenditure, with any virement from Ear Marked Reserves to be made if and when necessary.*

c) **Reserves Breakdown:** The Clerk explained that the previous External Auditor had wanted to see the different Earmarked Reserves broken down into short, medium and long-term projects. The new government appointed External Auditor did not require that the Reserves were shown in this way, however, the Clerk suggested that the Council still reported this breakdown as it clearly explained to members of the public why the different Earmarked Reserves were necessary. She gave the example of the Play Areas; the Parish Council own or have the devolved service of seven play areas in the parish and thus long-term reserves are required for the future replacement of any equipment. **Recommended:** *The Reserves Breakdown is approved.*

d) **CIL (Community Infrastructure Levy):**

i) **Review of Schedule of Payments:** The members reviewed the CIL calculations spreadsheet and noted that it was a legal requirement that CIL funding was spent within 5 years of receipt and that the income and expenditure of CIL was recorded. As there is not yet an adopted Melksham Neighbourhood Plan, the Parish Council currently only receive 15% of the total CIL contribution from any eligible development. The Clerk advised that the expected CIL payment for the financial year 2017/18 was £41,973.02, however only £23,820.81 had actually been received. It was noted that £22,735.59 of CIL payment from the Sandridge Common Development (17/1096/REM – 100 dwellings) which had been expected in the financial year 2017/18 had not been paid by Wiltshire Council. The Clerk chased the CIL Officer on this explaining the impact that no payment had on the Parish Council's predicted budget and therefore the amount of precept that had been requested. The CIL Officer did not know about precept calculations and payments to Town and Parish Councils, and thus how any delayed payment from Wiltshire Council affected this, or the implications for cashflow. The outstanding CIL payments had now been paid in May 2018 and will be accounted for in the financial year 2018/19. Wiltshire Council only pay CIL contributions to Town and Parish Councils twice a year in March and October. Members queried this and the fact that Wiltshire Council were then receiving any interest due on all the money received from developers, rather than Town and Parish Councils receiving their CIL contributions straight away and therefore benefitting from any interest on their share of the money. The Clerk advised that a developer had not yet paid Wiltshire Council its CIL contribution for a development in the parish and she had been advised that if they did not receive payment before October then the Parish Council would not receive any payment until the following March. Members discussed the possible issue of cash flow once projects reliant on CIL payments had started and recommended that the Clerk also chased the CIL Officer for interest to be paid on any CIL monies owed. **Recommended 1:** *The revised CIL schedule of payments and*

proposed expenditure on projects is approved. 2. The Clerk to query why CIL payments are not paid by Wiltshire Council to parishes on receipt, and are only paid twice a year.

ii) Update on CIL Query – Re payments being Index Linked: The Clerk had queried with the CIL Officer why the payments in different tranches in different financial years were the same if CIL payments were index linked. The response was that the index is linked to the year that planning permission was granted on a development rather than the year in which each tranche of payment was made.

iii) Update on CIL Query – Re Determination of Infrastructure Priorities: The Parish Council had queried whether it needed to undertake public consultation, use existing documents such as the JSA (Joint Strategic Assessment) or evidence gathered as part of the Melksham Neighbourhood Plan to determine what infrastructure in the parish CIL monies should be spent on. The reply from Wiltshire Council was that it was down to the Parish Council to decide what its priorities are.

e) Asset Value for Financial Year Ending 31st March, 2018: It was noted that the value of the Parish Council's individual assets never went up as they always remained the same as the purchase price, and this was different to the insurance value of the Assets. The closing balance figure for all assets had changed from a value of £278,239 at 31st March, 2017 to a value of £277,000 at 31st March, 2018; this was due to a higher value of disposals to the value of acquisitions in 2017/18. **Recommended:** *The Parish Council approve the Asset Value for the financial year ending 31st March, 2018.*

f) Statement of Accounts & Annual Report for Financial Year Ending 31st March, 2018: The Clerk explained that the Annual Report in previous years had been made by various spreadsheets outlining the summary of the Council's accounts and then breakdowns by different accounts and reserves. The members compared this against the report produced from the Rialtus Accounting Software package, which was the same thing but gave further analysis by also including the budget figures. Members considered that it would be complicated to receive two formats of reporting, and therefore moving forward for the financial year 2018/19 they receive the new format of reporting via Rialtas. The Clerk advised that no data had been entered into Rialtus for this current financial year, as she and the Finance Assistant wanted to double check that all the account headings and cost codes had been set up to ensure that everything could be attributed to one of these and that the reports reflected how the council wished to receive the financial information. **Recommended:** *The Parish Council receive the Statement of Accounts and Annual Report for the financial year ending 31st March 2018 in the new format via the Rialtas Accounting Software programme.*

g) Local Government Transparency Code Compliance Report for 2017/18: The Clerk advised that there was a legal requirement for all councils to publish expenditure over £500, any land or car parks owned, monies spent on grants and any tenders. The Parish Council publish all expenditure within their council meeting minutes which are available for the public to view on its website (www.melkshamwithout.co.uk). It was noted that for confidentiality only the total amount spent on staff salaries was published, not the breakdown between individual employees. **Recommended:** *The Parish Council approve the Local Government Transparency Code Compliance report for 2017/18.*

Audit:

- a) **Internal Auditor's Report (visit on Wednesday 16th May, 2018):** The written report from the Internal Auditor had not yet been received, but the Return has been signed off and this was noted by members. It is a legal requirement that the Full Council approve the Annual Return and Internal Auditors Report.
- b) **Review of Effectiveness of Internal Control:** The Committee reviewed the effectiveness of internal controls against the guidance under the "Governance & Accountability for Smaller Authorities in England (March 2017) – Practitioners Guide" and agreed that they maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, in line with the processes detailed in Assertion 2. Cllr Glover had visited the office on 17th May, 2018 and asked questions relating to the above and was satisfied with the evidence of controls in place.
- c) **Appointment of Internal Auditor for 2018/19:** The members considered the appointment of an Internal Auditor for 2018/19, and the Clerk advised that as the quote from IAC was under £400 there was not a requirement to seek alternative quotes. It was noted that IAC were an independent and competent accountancy company and additionally they challenged the Parish Council's policies and procedures to ensure that it worked responsibly and within the law which was considered to be a positive attribute. **Recommended:** *The Council appoint IAC Ltd as the Parish Council's Internal Auditor for the year 2018/19.*
- d) **Guidance from External Auditors:** Members noted the guidance.
- e) **Answers to Section 1 of the Annual Governance Statement for External Audit in 2017/18:** 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. **Recommended:** *The questions in Section 1 of the Annual Governance Statement 2017/18 to be answered by the Full Council on 18th June, 2018.*
- f) **External Audit Annual Return and Additional Information Requested:** The Clerk explained that all documents had been completed with supporting information, and that the bank reconciliation matched the Rialtus figures. But she was seeking further advice from the internal auditor, IAC, regarding the final bank reconciliation in relation to Boxes 7 & 8, which is due to the difference in reporting between Receipts and Payments and Income and Expenditure. The explanation of variances also needs to be provided to the External Auditor and this was reviewed. It was noted that there was a significant drop in precept income and Community Benefit income from Sandridge Solar Farm due to the loss of dwellings under the Community Boundary Review. **Recommended:** *The Parish Council approve the Return once the final bank reconciliation is completed following internal audit advice.*
- g) **Key dates for Exercise of Public Rights:** It was noted that the public had a right to view the published accounts and there was a legal requirement to display the dates when this was possible. The dates set for the period for the exercise of public rights commenced on Monday 25th June, 2018 and ended on Friday 3rd August, 2018. It was noted that members of the public only had

the right to challenge whether proper practices had been followed in the administration of funds, not what the Council had actually spent money on.

053/18

Insurance:

- a) Insurance Cover for year commencing 1st June 2018:** The Clerk reported that the insurance schedule listed property insured at a value of £1,376,953.34, however this was slightly out from the asset register which listed the value at £1,374,397.00. This was attributed to the replacement of a bus shelter and notice boards and the insurance of the two phone boxes adopted by CAWS. The quoted cover was for all risks, but the Clerk felt that the buildings contents cover was slightly high, however, this could be adjusted when the Council move into the Pavilion and all of its contents are in one building. The Clerk advised that the Council was covered for money and personal accident/assault, but that they may wish to review this when staff were working at the Pavilion and did not have such easy access to banking facilities. Officers were investigating the possibility of a night safe as part of the review of the risk assessment when working from the Pavilion. She confirmed that council employees and volunteers were covered from teenagers on work experience to persons up to 90 years, and that public liability cover was up to £10,000,000. The Council were covered for Fidelity Guarantee (employee dishonesty) up to £350,000 and for all risks. The Clerk warned members that the Council were close to this threshold as currently held £345,000 within both bank accounts, although this is unusual. It was felt that this should be increased to £500,000 cover as it would eliminate any human error if the officers needed to regularly check that the Council was not close to the £350,000 threshold. Members queried whether the policy covered the risk to the council if someone other than an employee stole funds from its bank by a scam or cyber crime, giving a recent example where a local charity lost money to a scam which was neither the employee's or the bank's fault. It was noted that it is likely that the receipt of more CIL money as developments in the parish are completed could bring the amount of money in both bank accounts above the £350,000 threshold. **Recommended:** *The Clerk to query whether the policy includes loss of money through scams and cyber crime, and to increase the employee dishonesty cover from £350,000 to £500,000.*
- b) Insurance Cover Quotation (2nd year of 3 year agreement):** It was noted that the Council were in the second year of a three year agreement with AXA Insurance through the broker Came & Company. Members were happy with the cover quoted but wished to add additional cover for employee dishonesty and to check that the council was covered for any loss via scams. Due to the requirement to renew the insurance cover by 1st June, the Clerk asked that two members signed the cheque for the insurance quote as it stands and then any further premium to cover the additional requirements could be paid for under a separate cheque. **Recommended:** *The Finance Committee members approve the quote for the insurance renewal premium and pay any additional premium costs for the increase in employee dishonesty cover under a separate cheque.*
- c) Payment for Insurance Cover – 1st June, 2018 to 30th May, 2019:** As per Min.024/18d), the Finance Committee has delegated powers to approve and pay for Insurance Cover as this must be paid in time for the cover to start by 1st June., 2018. **Resolved:** *Payment to Came & Co., the Parish Council*

Insurance Broker, for £4,492.01, for insurance cover from Inspire/AXA for the period 1st June, 2018 to 30th May, 2019, was approved and authorised.

d) Receipt of Return of Excess Payment Following Insurance Claim: The Clerk informed that the Council had received a cheque from their insurance brokers for £250 reimbursing the excess paid. This was the result of its successful recovery of costs from Hastings Insurance after the bus shelter in Hampton Park Industrial Estate was damaged in Road Traffic Collision in May 2016.

054/18 **Additional Finance Committee Meeting, Monday 2nd July, 2018:** It was noted that due to the length of this Finance Committee agenda, the Clerk had included under agenda item 10 the possibility of deferring some agenda items to a future meeting. However, it was considered that this was now not necessary and that the committee had enough time to consider all the items on this evening's agenda.

055/18 **Financial Regulations:** Members considered a potential change to the authorisation of payments under point 5.2 (page 8) of the Financial Regulations. Currently all payments are listed on a spreadsheet and considered under a specific agenda item at Full Council meetings. However, it was acknowledged that there was room for human error in this system and that members were actually agreeing spend retrospectively, as costs had already been agreed when setting the budget. The Internal Auditor had agreed that information on what the council had spent could be made retrospectively and that moving forward this could be done via reports produced by Rialtas. In addition, there would be tighter budget monitoring control as a quarterly report will be presented to the Council which will highlight any under/over spends and actions to address would be considered. Another amendment was to the footer note on p.16. This referred to applicable financial thresholds for the Regulations which require councils to use the Contracts Finder website to advertise contract opportunities. The figures quoted had been uplifted to match those in the new 2018 version of the Standing Orders (adjourned for adoption at the June Full Council meeting). **Recommended:** *The Financial Regulations are amended to reflect the following:*

- 1. Under Point 5.2 – The schedule of payments to be reviewed by Full Council retrospectively against reports of spend from Rialtas which have been previously agreed from the budget and approval of contracts.*
- 2. Under footer on page 16 – The threshold values quoted to be amended to pounds sterling and reference made to current documentation from NALC in 2018.*

056/18 **Risk Register:** The Committee noted the SLCC (Society of Local Council Clerks) advice note on Risk Management and reviewed the Parish Council's Risk Register. The Clerk had amended this document to reflect current practice. She advised that despite extensive research, apart from Unity Bank, she was unable to find an alternative financial establishment which allowed officers to set up transactions only, with councillors authorising transactions. Other financial establishments will only allow officers to set up transactions, stop cheque payments, etc, if they are also signatories. It was considered that officers being able to set up and authorise transactions was a greater risk than spreading money between financial establishments to take advantage of the protection of

funds up to £85,000 provided under the FSCS (Financial Services compensation Scheme). The Clerk also highlighted changes to the way members will receive emails to comply with the new GDPR (General Data Protection Regulations) as per Min.25/18c) and suggested that an expert carried out checks of trees on Parish Council owned or maintained land every 3 years rather than every 5 years. Additionally, she was booked onto the RoSPA Play Area Inspection course for the legislation element in July. **Recommended 1:** *The Parish Council spread their money between Lloyds Bank and Unity Bank only, acknowledging that this will only cover £190,000 across the two organisations under the FSCS. This procedure is reviewed on an annual basis.* **2.** *The Parish Council approve the Risk Register with the amendments to reflect current practice.*

057/18

Investments:

- a) **New statutory guidance on Annual Investment Strategy:** Members noted the new statutory guidance on local government investments. The Clerk advised that the Parish Council now fell into the category where it was mandatory to adopt the principles within the guidance regarding investing in appropriate accounts, and disclosure and reporting requirements.
- b) **Investment Strategy and Policy:** The Clerk advised that the guidance states that Councils need to have a policy on Investments and that having looked at several from neighbouring councils suggested adopting the policy from Corsham Town Council. **Recommended:** *The Parish Council adopt an Investment Strategy and Policy based on the Policy of Corsham Town Council.*

058/18

Direct Debits for 2018/19: The Internal Auditor had recommended that Direct Debits were approved on an annual basis to ensure that they were still current. It was noted that there was a monthly standing order made to Teresa Strange to reimburse her for a direct debit from her personal account for the “Out of Hours Mobile Phone” contract (07341 474234). The contract charge had increased from £4.99 per month to £5.18, therefore the standing order needed to be amended accordingly. **Recommended:** *The Direct Debits for 2018/19 are approved as follows:*

D.D. or S.O.	Bank Acc.	Recipient	Detail	Frequency
D.D.	Lloyds (C/Book 1)	BT Group PLC	WM36660051-000010 (B/Band Services)	Quarterly
D.D.	Lloyds (C/Book 1)	BT Group PLC	SS77672020-000009 (Phone services incl. 01225705700)	Quarterly
D.D.	Lloyds (C/Book 1)	BT Group PLC	SS83468179-000033 (Phone services incl. 01225706693 and b/band)	Monthly
D.D.	Lloyds (C/Book 1)	E-On	015071989760A –	Monthly

			B/Hill Gas	
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	Crown Chambers 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
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	Monthly

060/18

Impact of NJC (National Joint Council) Pay Award for 2018/2019 on Staffing Budget:

Members noted the NALC Briefing note and that the NJC's agreement on the National Pay award for 2018/19, was less than anticipated. The NJC had suggested that the pay increase could be as high as 8%, which the Parish Council had made provision for within the budget. The Budget had allowed for £82,751 for salaries for 2018/19, however, now that the actual percentage increase for each scale point was known, this had dropped to £69,341.06. The Clerk advised that the latter amount still took into account any additional hours that staff may work to attend meetings, etc. which did not form part of their salaries. A discussion took place over whether the additional £12,000 should be moved into other reserves, however, it was noted that additional hours were worked to cover for staff annual leave and the Neighbourhood Plan.

Cllr. Richard Wood, Chairman of the Council left the room whilst the next agenda item was considered.

061/18

Chairman's Allowance 2018/19: It was noted that it had been previously agreed that the Chairs Allowance would increase each year in line with any staff salary percentage increase. However, all the staff salaries this year had increased in different percentage terms as the pay increases had been awarded against scale points. It was considered that the Chairman's Allowance should increase by the same percentage as the Wiltshire Council members allowance, but this had not yet been announced. **Recommended;** *The Chairman's Allowance to remain the same as last year, at £750, to be reviewed once Wiltshire Council have set their member's allowance and published any increase.*

Cllr. Wood re-joined the meeting.

- 062/18 **Schedule of Charges 2018/19:** Members reviewed the schedule of charges for 2018/19 and agreed that community groups and organisations supported by the parish that the photocopying charges would be as per the final page of the adopted Model Publication Scheme, namely 1pence per sheet for black and white and 10 pence per sheet for coloured printing, plus the cost of any paper used. The Clerk advised that the cost of rental for an allotment plot remained the same this year at £27 for a 5 perch plot for residents; non-residents were charged double this rate as they did not contribute to the running costs of the allotment via the precept element of their council tax payment. It was noted that the Bowerhill sports pavilion charges were due to be reviewed by the Asset Management Committee on 11th June. **Recommended:** *The Schedule of Charges for 2018/19 are approved.*
- 063/18 **Section 137 (Local Government Act 1972) Limit for 2018/19:** Members noted the S137 limit had risen from £7.57 per elector in 2017/18 to £7.86 per elector for 2018/19. There are 5,421 electors in the Parish, so this amounts to a spend limit of £42,609 for the year. S137 is the amount of money that the Parish Council is permitted to spend without a specific legal power, and it was noted that the Parish Council only use S137 to provide grant aid, which amounts to approximately £7,000 per year, well below the permitted limit.
- 064/18 **Grant Aid Policy:** The Clerk advised that the Grant Aid Policy needed updating. She stated that point 1 of the policy states that “applications must be from organisations either based within the parish, or based outside of the parish that can prove that they assist residents living in the parish”. She felt that the Almshouses grant application form had slightly better wording stating that they “did not preclude national, county or other organisations from applying, but that they had to prove the benefit to residents”. She added that when members consider grant applications that they turn down applications if they feel that the organisation has too much money in their reserves, however the Policy does not state that this is taken into account. Lastly, the Policy does not state that parish councils are prohibited in law to give money to churches. **Recommended:** *The Grant Aid Policy is updated to reflect the changes proposed by the Clerk.*
- 065/18 **Council and Staff Subscriptions for 2018/19:** The Clerk advised that the SLCC had now split the costs of its membership between the SLCC (Society of Local Council Clerks), the ILCM (Institute of Local Council Management) and the ALCC (Association of Local Council Clerks). The latter is for union costs for Council Clerks, which the Clerk reported she pays herself. It was noted that there is £1,500 in the 2018/19 budget for subscriptions, but that the budget for this could be revised in January **Recommended:** *The Council and Staff Subscriptions for 2018/19 area approved as follows:*

Subscription	Amount
WALC & NALC	£1,052.32
SLCC (ILCM included)	£283.00
LCR	£45.00

Open Spaces	£45.00
CPRE	£40.00
Community First	£40.00
Fields In Trust	£35.00
Wilts & Berks Canal Trust	£30.00
Clerks & Councils Direct	£15.00
TransWilts	£17.00
Andrea Pellegram (Planning Local Newsletter)	£100.00
TOTAL	£1,702.32

Meeting closed at 9.37pm

Chairman, 18th June, 2018