

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL
FINANCE COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 4TH OCTOBER 2021

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes (Chair)	p	Pauline Crane	p	Ioan Rees	a
Bruce MacInnes	p	Rob Hislop	p	Doug Price	P

1 Election of Chair of the new Finance Committee

Cllr John Barnes was nominated to be chair of the finance committee.

It was unanimously agreed to elect Cllr John Barnes to be chairman of the Finance Committee

2 Apologies

To receive apologies.

Apologies were received from Cllr Ioan Rees, his apologies were considered and accepted.
Apologies were received from Cllr Keith Robbins, his apologies were considered and accepted.

It was noted that since the summons for the meeting were sent out, Cllr Sarah Marshall had resigned from the committee.

3 Public participation

Opportunity for members of the public to address the Committee.

There were no public present at the meeting.

4 Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

There were no declarations of interest declared.

5 Minutes

Recommendation: That the Committee approve the Minutes of the meeting held on 7th April 2021 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.

Approved 27th October 2021

It was noted that Cllr Hislop was the only member of the committee present at the previous finance committee meeting.

Cllr Barnes read through the minutes and noted all the action points.

It was unanimously agreed to sign of the minutes as a true and correct record.

6 Review and Agreement of the Terms of Reference

Terms of reference circulated for review.

Recommendation that the Committee review and agree the terms of reference.

The councillors discussed a number of amendments that needed to be made to the Terms of Reference.

Proposed that the Terms of Reference were finalised and put before full council in the November meeting.

The proposal was unanimously approved.

7. Review Risk Register

Risk register circulated for review.

Recommendation that the committee review and discuss the financial aspects of the risk register.

The committee discussed the financial aspects of the risk register and necessary amendments.

Proposed that the risk register with the amended financial aspects are finalised and put before full council in the November meeting.

The proposal was unanimously approved.

8. Review Financial regulations

Financial Regulations circulated for review.

Recommendation that the committee review and agree the Financial Regulations .

The committee went through the financial regulations and noted necessary amendments.

It was agreed that Cllr Price would undertake the quarterly bank reconciliations as required by reg 2.1 of the financial regulations.

Proposed that the amended financial regulations are finalised and put before full council in the November meeting.

The proposal was unanimously approved.

9. Budget Review 2021/2022 and forward planning for 2022/2023

Budgets and current spending circulated for review.

Recommendation that the committee review the expenditure for the first 6 months of the financial year and start the initial planning for the next years budget with a view to setting the precept request for the next financial year.

Cllrs Barnes outlined the budget setting process and went through the current balance and expenditure reports. Stated that it was important to understand the council running costs and projected project costs for the next year in order to get the budget right.

It was agreed that the finance committee would set a budget with the following aims in mind

- a. **Target will be to set a budget requiring zero increase in Precept.**
- b. **Ensure that all provisions can be substantiated and no unsupportable contingency is applied for.**
- c. **The budget will be able to demonstrate value-for-money.**
- d. **Expenditure to be funded through CIL reserves, if permissible, in preference to Precept.**

There was a further discussion regarding the principle of ensuring that the CIL money is used in the correct geographical area from which it was received.

Action; Updates to be requested from all projects in order to identify funds required over the next financial year.

The committee discussed the need to develop a 4 year strategic plan. It was agreed that this was a large task and suggested that it required its own committee or working group. It was suggested that a 4 year strategic plan should be aligned to the Neighbourhood plan and;

- a. Be informed by public consultation.
- b. Provide real and lasting benefit to residents.
- c. Provide a line of sight between the source of the CIL funding and the infrastructure provided, either by benefiting the communities impacted, or by mitigating the impacts caused by the development.

Action; to put the proposal for a four year strategic plan development to the full Council in its October meeting for resolution.

Action; the committee draft a budget to put before full council during its November meeting, requiring a further finance committee meeting during October 21

10. Handover of RFO

Cllrs Barnes updated the committee, The Clerk is ready to take over the Responsible Finance Office role as soon as the bank mandates have been completed and access to the bank accounts arranged.

11. Review of Current Projects.

To complete a short review on the current projects.

In order to draft a budget the committee requires a status update from all current projects.

List circulated try to establish how far advanced we are on the various projects get an update on each project from each project owner,

Action Cllr Barnes to draft a short document, to facilitate updates from all the projects.

It was noted that the finance committee would like take on a project management role for all projects.

Each Committee member was allocated projects to receive updates on.

Cllr Rees is asked to report back on all traffic related projects

Cllr Crane is to get updates on the projects Cllr Songhurst is named lead.

Cllr Hislop is to update and progress on the River Marden Study.

Action; project updates required by proposed 27th October meeting to feed into the budget discussions,

12. Confirmation of commitment to the neighbourhood plan £2000 over the next three years.

To confirm the commitment by full council of the financial commitment to the neighbourhood plan.

This commitment was noted at at full council 13 September 2021.

13. Note for the minutes

It was noted that the Terms of Reference require the Finance Committee to meet at least quarterly.

This requirement has been breached due to prioritisation of continuity of council.

The meeting closed at 21.39