

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL  
FINANCE COMMITTEE  
HELD AT LANSDOWNE HALL, DERRY HILL  
MONDAY 18<sup>th</sup> July 2022

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
Jurgen Kronig	P				

**10/22/FC Apologies**

To receive apologies.

*Cllr Rees sent apologies due to illness. The apologies were unanimously accepted.*

**11/22/FC Public participation/ Correspondence**

11.1 /22/FC Public participation

Opportunity for members of the public to address the Committee.

There were no members of public in attendance.

11.2/22/FC Correspondence

For the Clerk to report any correspondence not circulated.

There was no correspondence to circulate.

**12/22/FC . 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 declaration of interest made.

**13/22/FC. Chairman Announcements**

There were no chairman announcements.

**14/22/FC. Minutes**

**Recommendation: That the Committee approve the [Minutes](#) of the meeting held on 4<sup>th</sup> April 2022 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.**

*It was unanimously resolved to approve the minutes of the meeting held on 4<sup>th</sup> April 2022 as a true and fair reflection.*

### **15/22/FC. Consideration of the recommendations from the Internal Audit report**

Internal audit [report](#) circulated to review and a consideration of recommendations.

**Recommendation that the committee to discuss internal audit report to agree any necessary changes to procedures.**

Review of payments, it was noted that invoices were no longer being initialled by the authorising Cllrs. There was a discussion around this point and an agreement that the current controls in place where the councillors see all invoices electronically as they authorise the payment is sufficient control.

Budgetary Controls and reserves; it was noted that the auditor considers the level of reserves to be higher than best practice. There was discussion around this point and the Committee were comfortable with the higher level of reserves given the uncertainty around inflation.

It was noted that the minute regarding the precept agreement needs to be clearer in future years.

### **16/22/FC. 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.**

*It was unanimously resolved to forward the terms of reference for Full council for adoption with no amendments required.*

### **17/22/FC. Review Risk Register**

[Risk register](#) circulated for review.

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

The Cllrs discussion a number of amendments to the Risk register.

*It was unanimously resolved to make the minor amendments and take the document to Full Council in September for approval.*

### **18/22/FC. Review Financial regulations**

Draft [Financial Regulations](#) circulated for review.

**Recommendation that the committee review and agree the Financial Regulations .**

The Cllrs went through the draft finance regulations and discussed a number of amendments.

*It was unanimously resolved to endorse the document subject to a number of amendments and take the document to full council in September for approval.*

**19/22/FC. Review Investment strategy.**

[Investment strategy](#) circulated for review

**Recommendation that the committee review and agree the investment strategy.**

The Cllrs reviewed the document and made some amendments.

*It was unanimously resolved to make the minor amendments and take the document to Full Council in September for approval.*

**20/22/FC. Review of long term Contracts**

Supplier	Good /services	Contract price
Simon Day& Co	Payroll and HMRC reporting of same	£36 per quarter
Idverde	Servicing of the Council's 9 bins	£2.50 ex VAT per bin per week, invoiced monthly.
Greg Fowler	Noticeboard maintenance	£85 per Board (4 Noticeboards)
Oakford IS	IT support	£2764.80 paid for period 18/1/201 to 17/1/22
Clearwater	Website support	£25 plus VAT per month for half an hour support

**Recommendation that the committee review and agree any further actions in relation to the ongoing contracts.**

Cllrs discussed the Idverde contract and checking if we are getting value for money. Clerk tasked to contact company to discuss if an audit of bin use is possible.

Cllrs discussed the Oakford Contract and expressed a need to ensure that the council is getting value for money.

*It was unanimously resolved to set up a working group featuring Cllrs Barnes, Price and the Clerk to work on a review of the Oakford contract and see if we can get better value for money.*

**21/22/FC. Review of asset status and maintenance needs**

To review the [revised assets survey](#) maintenance needs including [maintenance report](#) into Derry Hill telephone box.

**Recommendation that the committee review the asset survey and consider the maintenance needs of the assets.**

The Cllrs discussed the asset survey and the works required.

Actions resolved;

*It was agreed to prioritise the maintenance on the missing dog bin lids as there have been complaints about these.*

*The noticeboards are to be maintained yearly, this is due to be arranged.*

*Inspection of goal posts is a legal requirement and must be booked in for the autumn.*

*Well house get quote for the proposed works – not urgent, but hoping to get in the budget proposals for the next year.*

*Telephone box – it was agreed to replace hinge within this years budget and to look at putting a bigger restoration project in the budget for next financial year,*

#### **22/22/FC. Q1 budget review;**

To review the [q1 budget](#) position.

**Recommendation the committee review the budget position and determine any amendments needed to the budget allocations.**

The Cllrs discussed the q1 summary and necessary amendments to the budget allocations. It was noted that the Clerks salary was likely to be an overspend and there were already budget savings noted in other budget headings (insurance and SLCC subscription) . These underspends would be reallocated to the Staff Costs budget heading.

In addition £400 from the public participation budget would be moved to the Staff costs budget heading as this was allocated in anticipation from grants for Jubilee celebrations but was not used.

Cllrs will next monitor the budget at the next finance committee at the end of Q2

It was noted that the use of scribe now means that payments are being logged against the budget code ex vat which is the most accurate way of doing it as the council reclaims all VAT. This needs to be brought to the attention of Full council during the presentation of accounts at the next Full Council meeting.

#### **23/22/FC. Councils Phone Provision**

To review the [report](#) relating to Council phone provision.

**Recommendation; That the council consider the report provided and resolve the most appropriate method of providing telephone access to the council.**

**Budget; IT Development/ project running costs**

**Legislation LGA 1972 s 111**

The Cllrs discussed the report provided.

*It was unanimously resolved to task the Clerk to find the best mobile package and put it forward to the next Full Council meeting.*

Date of next meeting Thursday 29<sup>th</sup> September,

Meeting closed; 21.20