

MINUTES OF THE MEETING OF CALNE WITHOUT PARISH COUNCIL
FINANCE COMMITTEE
HELD AT Online
MONDAY 10TH JANUARY 2022 7.30PM

CALNE WITHOUT COUNCILLOR ATTENDANCE

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

John Barnes (Chair)	P	Pauline Crane	A	Ioan Rees	P
Bruce MacInnes	P	Rob Hislop	P	Doug Price	P
Lucy Campbell Rogers	P	Keith Robbins	A		

1 Apologies

To receive apologies.

Apologies received from Cllrs Crane and Robbins were noted and accepted.

2 Public participation/ Correspondence

2.1 Public participation

Opportunity for members of the public to address the Committee.

2.2 Correspondence

For the Clerk to report any correspondence not circulated.

There were no members of the public present or information to circulate.

3. 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 made.

4. Chairman Announcements

The chairman advised that this was an advisory meeting only. Any decisions that needed to be made would be delegated to the Clerk under the scheme of delegations.

It was noted that the precept request had been submitted on 16th December 2021 and the chair thanked the committee for their work on getting the budget prepared.

5. Minutes

Recommendation: That the Committee approve the Minutes of the meeting held on 27th October 2021 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 agreed by majority to accept the minutes as a true and fair reflection of the meeting.
Cllr Campbell Rogers abstained from the vote as not in attendance at the last meeting

It was noted that Cllr Rees was due to circulate a discussion paper regarding the geographical allocation of cil funds.

6. Q3 Review of budget for 2021/22

To review the attached balance and expenditure report taking the accounts to the end of Q3.

Cllr Barnes took the committee through the report and advised that with the outstanding bill due for the next quarter it looks like council will come in under budget for the year.

It was noted that the neighbourhood plan payments would be taken from the CIL budget rather than from precept.

7. Year end Audit Arrangements

To brief the committee on year end arrangements for internal and external audit including compliance with statutory reporting requirements.

To agree for the parish clerk to make arrangements to reappoint Auditing Solutions LTD of Bromham to undertake the internal audit and with PKF Littlejohn LLP to undertake the external audit.

Cllr Barnes described the tasks required for the year end requirements.

It was questioned if the council was legally required to change auditors after a period of time.

There was unanimous agreement to stick with the same companies as previously used.

8. Asset Condition

Review of the list of assets and inspections required.

It was noted that inspections have been completed of the assets in Pewsham ward and West ward, and inspections were outstanding in Middle ward and East Ward, Cllr Price is due to inspect the assets in East Ward and Cllr Crane the Middle Ward.

Once the checks are complete the finance committee will consider the reports to identify any further funding required.

9. Grant Funding Policy & Application Process

To discuss the newly drafted application form alongside the existing grant funding policy.

It was noted that the Clerk and Cllr Price had been working on improving the grant application process.

It was unanimously agreed that the improvements to be consolidated and presented to the next strategic plan meeting

10. Review of Banking arrangements

- **Credit card** – To approve the issue of a credit card, linked to the Lloyds treasurers account, for the sole use of the parish clerk, to provide flexibility in spending and security for online purchases, to be issued in the clerks name and with a credit limit of £1000.

It was unanimously agreed to approve a credit card for use by the clerk.

- **Bank signatories** – To review the current signatories

It was unanimously agreed to bring the signatories in line with the membership of the finance committee.

11. Review of Parish Council Investment strategy. Last reviewed on December 2020,

Review of Parish Council investment strategy,

The document was discussed and amendments noted where required.

There was a discussion regarding the £85000 bank protection and requiring a 4th bank account to maximise the financial protection.

It was unanimously agreed to investigate ethical bank accounts for consideration.

Date of next meeting Monday 4th April 7.30pm

The meeting closed at 20.45